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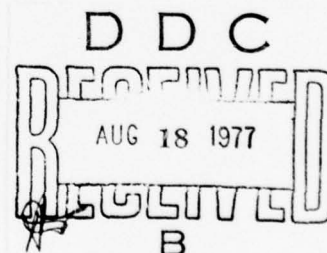
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FOOD AND NUTRITION SERVICE

PROCESS
CONDITION-ACTION DIAGRAM
FLOWCHARTS

US ARMY TRIMIS AGENCY
WALTER REED ARMY MEDICAL CENTER
WASHINGTON, DC 20012

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AUG 18 1977

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November 1976

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To be used in conjunction with TRIMIS-ARMY-TR-1-1 Overview.

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Flowchart, Condition-Action Diagram, Health Care, Information System, Ambulatory Care, Hospital, Food Service, Dietetics, Nutrition Service

20. ABSTRACT *(Continue on reverse side if necessary and identify by block number)*

The purpose of the Food Service (FS) System condition-action flowcharts is to present in easily understandable graphic form the major processing involved in an advanced Food Service system. The FS system is intended to provide the Food Service portion of the health care support systems which are the mission of the Tri-Service Medical Information System (TRIMIS) project.

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Block #20:

There is a wide diversity in Food Service operations throughout the military medical departments. The intent of the system is to be relatively comprehensive. Therefore, the TRIMIS FS subsystem includes features that may not be implemented at all treatment facilities. However, a subset of the system should suffice for any given treatment facility.

The objective of the TRIMIS FS subsystem is to provide a food service management and technical information system responsive to the needs of both the dietitian and the physician: to the dietitian, by supplying accurate, timely data on which to base management decisions; and to the physician, by supplying complete patient dietary information as it is needed in the diagnosis of disease and treatment of the patient.

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ACKNOWLEDGEMENTS

PURPOSE:

The purpose of the Food Service (FS) System condition-action flowcharts is to present in easily understandable graphic form the major processing involved in an advanced Food Service system. The FS system is intended to provide the Food Service portion of the health care support systems which are the mission of the Tri-Service Medical Information System (TRIMIS) project.

BACKGROUND.

There is a wide deversity in Food Service operations throughout the military medical departments. The intent of the system is to be relatively comprehesive. Therefore, the TRIMIS FS subsystem includes features that may not be implemented at all treatment facilities. However, a subset of the system should suffice for any given treatment facility.

LIMITATIONS:

The reader must not at this time expect to find a hospital Food Service Division which operates exactly as described herein. This is because the FS System charted here included more capabilities than, and is a superset of, any known system at the time of this writing. The system presented here is in fact, a technology-independent description of the full TRIMIS FS System design. However, the internal details of routine processes such as production of reports are not presented here, as the condition-action diagram format is an inappropriate medium for that type description.

OBJECTIVES:

The objective of the TRIMIS FS subsystem is to provide a food service management and technical information system responsive to the needs of both the dietitian and the physician: to the dietitian, by supplying accurate, timely data on which to base management decisions; and to the physician, by supplying complete patient dietary information as it is needed in the diagnosis of disease and treatment of the patient.

OVERVIEW:

The Food Service Subsystem, is composed of twelve (12) major functions grouped into five (5) major categories: the CLINICAL SUPPORT functions (Clinical Support-Inpatient and Clinical Support-Outpatient), the RESOURCE MANAGEMENT FUNCTIONS (Local Data Base Maintenance, Financial Management, Personnel Management, and Quality Control Management), the FOOD PRODUCTION functions (Menu Item Preparation Scheduling, Inventory Control, and Menu Item Preparation), the FOOD SERVICE functions (Patient Tray Assembly and Dining Room Service), and CENTRAL DATA BASE MAINTENANCE.

The general interrelationships between the Food Service Subsystem functions, and the interfaces between these functions are shown in Figure 1.

Both Clinical Support-Inpatient and Clinical Support-Outpatient rely on the Ward/Clinic and Patient Administration Subsystems for patient identification, registration, medical record availability and completeness, and the diet order. The Clinical Support-Inpatient function needs these subsystems for patient location. The Clinical Support-Outpatient function relies on the Patient Administration Subsystem for eligibility determination, and on the Patient Appointment Subsystem for Nutrition Clinic appointments. These functions also rely on each other for dietary record data, for patients who transfer between outpatient and inpatient status.

The remainder of the Food Service Subsystem functions exist to support the two Clinical Support functions. The Central Data Base Maintenance function, which operates outside the environment of any individual hospital, provides recipes, nutritive values, and a Hospital Master Menu to the Local Data Base Maintenance function of each hospital.

The Local Data Base Maintenance function, as well as the other three Resource Management functions, support all other functions of the Subsystem, without exception. The Local Data Base Maintenance functions provide versions of the Central Data Base Maintenance function data bases, tailored to meet local requirements, to other functions as needed. The Financial Management function keeps financial records and provides budgetary guidance. The Personnel Management function monitors personnel schedules for all functions. The Quality Control Management function maintains procedures and other quality control mechanisms for all functions.

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The Menu Item Preparation Scheduling function assures that the correct quantity of each menu item is scheduled for production in a timely fashion. Based on these schedules, the Inventory Control function is used to procure the raw ingredients for the menu items, and maintains a perpetual inventory of amounts on hand. These are withdrawn from inventory as needed for menu item preparation through the Menu Item Preparation function. The menu items are produced, and provided to the Inventory Control function for storage.

The Patient Tray Assembly and Dining Room Service functions withdraw the prepared menu items from inventory as they are needed for service. The Patient Tray Assembly function interfaces with the Clinical Support-Inpatient function, which provides the menu item selections for each individual patient eating on the nursing unit. Trays for each patient are assembled and turned over the Logistics Subsystem for delivery to the nursing unit. While meal service progresses in the Dining Room, headcount is taken of individuals entering. This headcount data, with other shortage/leftover information from both Service functions, is provided to the Local Data Base Maintenance and/or Financial Management functions for review and follow-up.

Expected Benefits include:

o   Improved utilization of personnel, equipment, and professional resources.
o   Increased capability to respond to the needs of the patient.
o   Greater Improved food quality.
o   Improved food quality.

CLINICAL SUPPORT-OUTPATIENT

These processes encompass the sequence of events that take place within the Nutrition Clinic in providing nutritional care to outpatients from the time the patient enters the clinic until the patient departs.

As the Nutrition Clinic is a referral clinic, most patients are appointed by PATIENT APPOINTMENT SCHEDULING (PAS); however, procedures for appointment of patients who have bypassed PAS and procedures for reappointment of those patients who have been appointed but for some reason require a new appointment are included.

Patients appointed for initial diet instructions/counselling must have a consult form from a care provider with the appropriate diet order. Procedures for obtaining a diet order when no consult form is available are included. The medical record is normally required for each patient visit. Procedures are included to handle those situation where the medical record is not available but diet instructions/counselling must be provided.

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Evaluation and validation of a diet order by the dietitian are included in this function. The information required for performing the diet order evaluation is collected through the completion of the dietary record which includes a medical record review or update process and a patient dietary history recording or update process.

Procedures for the documentation of each visit in appropriate patient records and for the initiation of any referral and/or follow-up actions required are also included in this function.

CLINICAL SUPPORT - INPATIENT

These processes encompass the sequences of events that take place from the time of patient admission to patient discharge as regards to nutritional care.

Initial diet order receipt (or diet order change notification) and evaluation and validation of a diet order are included in this function. As diet order validation may be time-critical in the inpatient setting, procedures are included to allow for provisional one-meal diet orders and unvalidated one-meal diet orders in the event validation cannot be completed within a meal service time frame.

In addition to a medical record review and patient dietary history recording, patient food tolerances recording (or update where appropriate) is included as a part of the dietary record to ensure that each patient receives appropriate food items at meals.

All menu selection actions required to provide patient meals either by patient selection or selection for the patient by Clinical Dietetics Branch personnel are accomplished in this function. Menus are processed in a timely manner to allow for Patient Tray Asssembly function preparation of all items needed for tray service (to include those items identified as additional menu item requirements). Cart Loading Guides are also prepared for use by both the Patient Tray Assembly function and Logistics Subsystem in food cart loading, delivery, and service.

Tray service sequences as accomplished by Clinical Dietetics Branch personnel on the ward are also included in this function. Procedures for recording patient specific information relating to food intakes are provided.

Discharge notification and the actions required to cancel prepared meals and advance menu selections are included in this function, as is the documentation of the nutritional care during the patient stay (disposition of the dietary record upon patient discharge).

CENTRAL DATA BASE MAINTENANCE

This function operates outside the specific control of any one Army Medical Department (AMEDD) medical facility, and provides recipe, nutritive value, and Hospital Master Menu data bases (and updates to those data bases) initially to WRAMC and ultimately (as an incremental enhancement) to other implemented AMEDD medical facilities. The interface between this function and the medical facility is the Local Data Base Maintenance (LDBM) function, which is responsible for reviewing the data bases and providing local augmentation to them.

The recipe data base is composed of a standard preparation instruciton set, a standard ingredient list, and standard list of can sizes, abbreviations, etc., as well as the recipes themselves, which utilize those standard lists. The nutritive value data base is composed of raw data for each recipe ingredient and nutritional value of recipes and menus. The Hospital Master Menu data base includes regular and modified diet menus for the menu cycle, specialty meals and holiday meals/menu items.

As change requests come into this function, they are reviewed for completeness and validity. If incomplete/invalid, they are returned to the requesting facility for further action. Changes may reference the recipe, nutritive value, or Hospital Master Menu data bases. A change to one data base usually affects one or more of the other data bases for example, a change to a recipe may change its nutritive value, and hence the nutritive value of each menu on which the reciep has been used. Therefore, all changes must be fully cross-checked between data bases, as well as within the data base being changed, to assure that a change beneficial to one data bases does not impair others. When a group of data base update data has been processed, it is forwarded to each medical facility, with a description of the updating which has taken place.

LOCAL DATA BASE MAINTENANCE

This function is the interface point between the Central Data Base Maintenance function and the functions of the subsystem which run under the control of the medical facility. Within this funciton lies the responsibility of initially establishing the data files provided by the Central Data Base Maintenance function and initiating the corresponding/supplementary local data for those files. As system operation is initiated and continues, this function also includes processing of update data from the Central Data Base Maintenance function, as well as update data from within the Food Service, for those data files.

To initiate the local data bases provided from the Central Data Base Maintenance function, determination is made of the menu items from the Hospital Master Menu to be used locally, creating a Local Master Menu. Based on that menu, the recipes to be used are selected, and the ingredients to be used in them selected, where optional ingredients are available. The recipes and menu items are nutritionally analyzed, using the nutritive value data provided. If nutritionally adequate, inventory records are initiated for each raw ingredient to be procured, as well as for each prepared menu item. Menus are printed for patient distribution, and provided to the Clinical Support-Inpatient function; and dining room menus are provided to the Dining Room Service function.

As system operation progresses, both specific "hard" data changes and operational feedback, or "soft" data, are processed. The "soft" data are analyzed, and specific changes to be made to the data bases, if any, are identified. "Hard" data (specific changes) can arrive from the Central Data Base Maintenance function, or from within the Food Service. These changes are processed on a schedule compatible with the daily operation of the Food Service (i.e., they do not have to be processed immediately upon arrival). Like the Central Data Base Maintenance function, all changes to an individual data base must be cross-checked against other data bases to assure compatibility, including data bases maintained by other Food Service Subsystem functions (e.g., Menu Item Preparation Scheduling). Some "hard" data changes are the update responsibility of the Central Data Base Maintenance function, and are provided to that function for processing.

FINANCIAL MANAGEMENT

The processes included in this function are triggered by specific events-- scheduled events, such as updating of census forecast data; and arrival of documents for costing and budget updating. The major processes include recipe costing, determining food and expendable supply purchase and issue cost estimates, maintaining records of rations served, and preparing and updating long and short range census forecasts.

The census forecasts are developed from the daily and cumulative records of meals served in the dining room (headcount data) and the diet census for inpatients, from the Clinical Support Inpatient function. The long range forecast is developed to support the raw ingredient procurement cycles, as provided by the Inventory Control function. The short range census forecast is a more accurate forecast, developed 2-3 days prior to menu item service from more current census data. These census forecasts are used by appropriate functions in developing daily requirements.

This function processes both procurement and issue requisitions. All procurement requisitions are released through this function following fund availability certification. This includes a cost projection for the requisition, which is posted to "obligated funds". Requisitions showing actual receipts of raw ingredients (and prepared menu items) are also costed. Actual costs are posted, and the obligated fund information is updated accordingly. A cumulative receipt record is maintained for each raw ingredient/prepared menu item/expendale supply to assist in verifying the Inventory Control function physical inventory. Issues from the inventory are costed and posted to a cumulative withdrawal record, for the same purpose.

Headcout data from the Dining Room Service function and beds-occupied data from the Patient Administration Subsystem provides the basis for the computation of rations served, which is the figure used to authorize food expenditure within the Food Service.

Recipes are costed periodically to provide an inventory line item price for prepared menu items, which must be maintained to support the sale of such menu items to other medical facilities in the area.

PERSONNEL MANAGEMENT

The processes of this function include those for maintaining employee duty schedules and checking employees in and out. The hours worked data for each employee will be available for civilian pay purposes. At the time of employee check-in, the Quality Control Management function will provide each employee with information regarding internal operating procedures which have changed, that are pertinent to his duties. Each employee will receive a copy of his time and attendance information for his own personal records.

QUALITY CONTROL MANAGEMENT

This function will include support for the food technology laboratory, and be the control point for Food Service internal operating procedures. Based on inventory information from the Inventory Control function, the production schedule from the Menu Item Preparation Scheduling function, and the menu being served from the Local Data Base Maintenance function, the requirements for food samples to be taken and tested in the food technology laboratory are generated, governed by appropriate food safety guidelines. Records of the results of those tests will be maintained. A file of internal operating procedures will be maintained. These will be categorized to identify the group(s) of employees to which each applies, for interface with the Personnel Management function.

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MENU ITEM PREPARATION SCHEDULING

Based on the census forecasts generated through Financial Management function operation, and the recipes and menus from the Local Data Base Maintenance function, the number of servings needed of each menu item for each day of the menu cycle is computed. The schedule to be used in preparing these menu items is developed, to meet ingredient procurement schedules provided through the Inventory Control function.

INVENTORY CONTROL

All processes included in this function are triggered by specific events -- scheduled events (such as a predetermined procurement schedule) and document arrival for processing from other functions, primarily the Menu Item Preparation, Patient Tray Assembly, and Dining Room Service functions. The other major internal interface is with the Financial Management function, which serves as the Inventory Control function monitor. The major processes of this function include food and expendable supply procurement action, and the maintenance of a perpetual inventory for raw ingredients, prepared menu items, and expendable supplies.

Procurement of expendable supplies is accomplished from stock levels established for each such supply, on a schedule provided by the Logistics Subsystem. Requisitions are prepared and provided to the Financial Management function for costing and released to Logistics. Some expendable supply items are received from Logistics on an automatic resupply basis. The quantities to be automatically resupplied are reviewed periodically, and adjusted with Logistics when required. Receipt of automatic resupply items is also noted, and information is provided to the Financial Management function for costing.

Procurement of raw ingredients is normally done on a pre-established schedule, as supplies by the Commissary. However, emergency requisitions are also handled when required. The normal procurement cycle includes raw ingredients ordered 1-2 days in advance of need, raw ingredients ordered 60-75 days in advance of need, and raw ingredients ordered on other cycles in between those two. The quantities of each raw ingredient needed, for the appropriate procurement cycle, are developed using one of three methods: ingredient quantities are computed based on recipes and the production schedule, ingredient quantities are computed based on a normal procurement period usage, or ingredient quantities are computed based on a combination of recipe usage and normal procurement period usage. In all cases any excesses on hand or shortages in the inventory are incorporated in the quantity ordered. The inventory data is updated to reflect the amount due in, as well as its anticipated withdrawal from the inventory on a daily basis.

Anticipated withdrawals are maintained to provide the capability of
projecting storage space availabilty.

A perpetual inventory is maintained. Actual raw ingredient/prepared
menu item/expendable supply receipts are posted to the inventory, as
are withdrawals from the inventory. Periodically, on a scheduled basis,
a physical inventory is taken, to assure the accuracy of the inventory
data. Results of that inventory are turned over to the Financial
Management function for identification of significant errors and
determination of cause.

MENU ITEM PREPARATION

The processes included in this function include the cycle of events
which must take place to accomplish any single day of menu item production
in the faciltiy. Operation of this function assumes the availability of
1) the Menu Item Production Schedule, from the Menu Item Preparation
Scheduling function, 2) current inventory data, from the Inventory
Control function, and 3) recipes, from the Local Data Base Maintenance
function. The major functional outputs from this function are prepared
menu items, which are placed in inventory chilled or frozen, and are
hence available for future use by various service areas.

Menu item preparation for any given production day encompasses production
schedules for a variable number of days in advance (the number of days
is stable for an individual hospital but varies among hospitals). Some
menu items on the advance schedules require that ingredients be issued
prior to the production day for thawing, or for pre-production of some
ingredients. Advance schedules are reviewed, and recipes requiring
advance processing are identified and extended to the quantities required.
These extended advance recipes are reviewed daily to identify any produc-
tion quantity changes. If production quantity changes have occurred,
appropriate action for issue of additional ingredients or incorporation
of excess ingredients is taken. All recipes for the production day
being processed are extended.

Using those recipes, the total quantity of each ingredient needed is
computed, and totals are converted to issue quantities. The requisition
is then sent to the Ingredient Room for adjustment reflecting quantities
on hand. Ingredient labels and Ingredient Room worksheets are prepared.
If the recipe is to leave the Ingredient Room, it is added to a Delivery
Schedule which specifies when and where it is to be delivered. Other
production worksheets are prepared as required, with packaging worksheets
for bulk and individual portioning requirements. When the requisition
is returned from the Ingredient Room, reflecting amounts on hand there,
inventory data is reviewed to assure the availability of needed raw
ingredient. Assuming availability, the requisition is released for
issue action to the Inventory Control function, and the needed ingre-
dients are delivered to the Ingredient Room.

On the production day, processing and production is carried out according to the documents previously produced. Prepared menu items generated are turned over to the Inventory Control function, where they then become accountable inventory items available for use.

PATIENT TRAY ASSEMBLY

The processes of this function include the cycle of events which must take place to accomplish the preparation of trays for individual patients, for any given day. Operation of this function assumes the availability of 1) menu data, from the Local Data Base Maintenance and Menu Item Preparation/Scheduling function. 2) inventory data, from the Inventory Control function, and 3) from the Clinical Support-Inpatient function, specific menu requirements for each individual patient and notification of items needed that are not on the official menu for that day. The processes described apply equally to trays served at standard meal periods and to trays served, as required, for in between meaL nourishments.

Processing to support any given service day is initiated 48 hours in advance of that day, with the issue of items requiring 48 hours to thaw from the prepared menu item inventory. Census data changes are evaluated, and quantities needed recomputed if required. The requisitions for those items are then prepared and released for issue, with labels to identify them in temporary storage. The following day, items requiring 24 hours to thaw, and items to be drawn from chilled storage are identified and requisitioned, following essentially the same procedures. Just prior to each meal, individual patient menu selections are received from the Clinical Support-Inpatient function, and trays are assembled to those specifications. Menu items not on the official menu are also identified by that function, and supplied to the Assembly function for acquisition. Trays are loaded into carts, and the carts are turned over to the Logistics Subsystem for delivery to the nursing units.

DINING ROOM SERVICE

The processes in this function include the cycle of events which must take place to accomplish the service of menu items in the dining room, for any given day, including the procedures for taking headcount in the dining room. Operation of this function assumes the availability of 1) menu data, from the Local Data Base Maintenance and Menu Item Preparation Scheduling functions and 2) inventory data, from the Inventory Control function.

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Like the Patient Tray Assembly function, processing for any given service
day is initiated 48 hours prior to service, and follows the same procedures
for requisitioning and issue. Instructions for the reheating of each
menu item requiring it are provided with the item. While meal service
is going on, headcount data and cash collection procedures are also in
process. An individual -- patient or staff -- must be authorized to eat
in the dining facility. The headcount data collected is forwarded to the
Financial Management function at the end of each meal for further processing.

SUBSYSTEM INTERFACES:

The Food Service Subsystem (FSS) depends on other TRIMIS subsystems for the following data and functional support:

o Patient registration and identification/demographic data (PAD),

o Patient medical status/history data (Wards and Clinics),

o Patient administrative status (PAD),

o Beds occupied census, Army and Air Force only (PAD),

o Patient drug orders with possible food interactions (Pharmacy),

o Ordering and inventory maintenance of expendable supplies (Log)

AMENDABILITY TO ADP SUPPORT:

The eventual goal is that FS be an automated system with significant
on-line interactive compuer support. However, in these flowcharts, the
processing is presented only in terms of procedures. Because of this
technology-independent approach, the system and the charts are not in any
way tied to the use of a computer or any other technology thus enhancing
their usefulness.

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CONDITION-ACTION
DIAGRAM
INTERPRETATION
GUIDE

ACTION

When an action circle is encountered, the specified action, procedure, function, or process is to be performed as noted. An action is performed and never has a truth (true or false) value.

CONDITION

When a condition box is encountered, the specified condition is to be evaluated. If it holds true or succeeds, the following blocks on the diagram are to be executed. If the condition does not hold, then flow along this path of the diagram stops. The flow may, as appropriate, either be permaneatly blocked or may merely wait at the box pending the successful evaluation of the condition at some later time. A condition always has a truth (true or false) value.
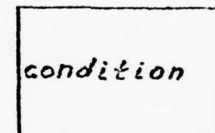
FLOWLINES

Flow proceeds through the diagram along the flowlines. When a flowline splits into multiple lines, all the lines must be followed (perhaps at once). If only one is intended, condition boxes will be used to select the proper line. When flowlines join or reconsolidate into a single line, that line is to be followed regardless of the number of joining lines that were active. Thus there is no waiting at a junction. Control, execution, or interpretation of the diagram is shown by solid flowlines. Data and information, is usually assumed to accompany control, but where necessary for clarity, it is shown, regardless of media, by dashed lines.

15
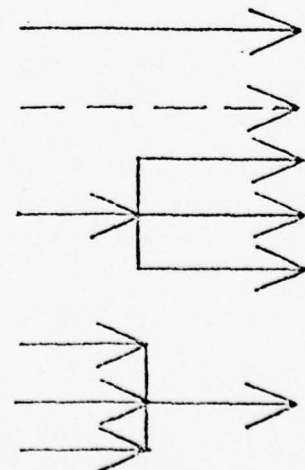
NOTE

Clarifying notes, comments, remarks, and other annotation, including references to additional documentation, are enclosed in dashed note boxes and are connected to the annotated structure by dashed lines.
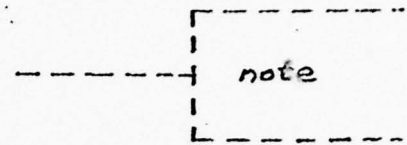
STORAGE

A triangular storage block indicates storage of information or data regardless of the medium of storage. Thus, only dashed data flow lines, not solid control lines, will connect to storage blocks.

DOCUMENT

A document symbol represents information or data, regardless of media (it may or may not physically reside on a document). It is used only for clarity, as information such as that contained in the "document" is assumed to always be present along with the control flow. Like the storage symbol, only dashed data lines may connect to a document symbol.
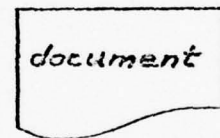
CONNECTOR

A connector circle specifies that the flow continues on another page. An out-connector contains a number, which is the sheet number at which the flow is continued, and a letter, which specifies which in-connector on that sheet is being referenced. The in-connector contains the matching number-letter code. Adjacent to the connectors is a notation as to the sheet and process to or from which the connectors refer.

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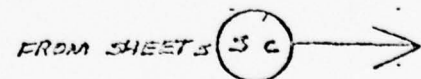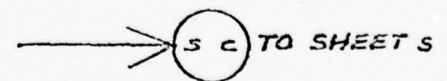
PROCESS

A striped process circle indicates
a process to be performed. It is
analagous to a high-level or meta-
action. The process referenced will be
diagrammed in its own set of condition-
action flowcharts which are included in
the same packet of flowcharts for
reference. After the process is
performed, flow resumes.

TERMINATOR

The oblong terminator symbol indicates
that the current process or sub-process
is complete. Normally, upon completion
of a process, control returns to the
process which invoked it, and resumes
where it left off in that process.
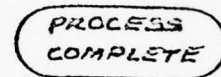
CONDITION-ACTION
EXAMPLES

Perform Action A first, then in sequence, perform B.
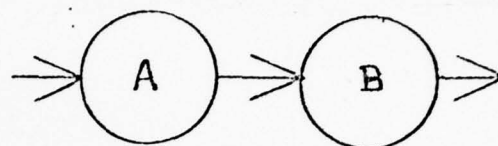
If condition P holds true, then perform Action A. If P does not hold, do not perform A.
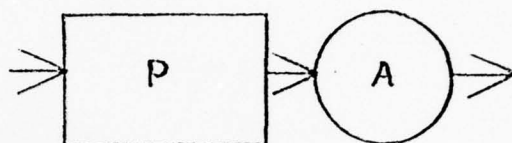
If both condition P and condition Q hold true, then perform A. If either one does not hold, then do not perform A.
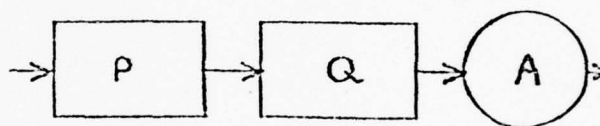
Same function and same net results as above, but evaluated in a different sequence.
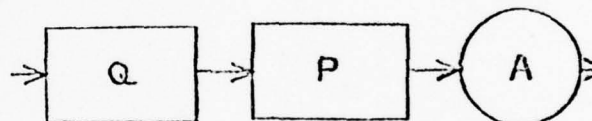
If either condition P holds true, or if condition Q holds true (or both), then perform A. If neither holds true, then do not perform A.
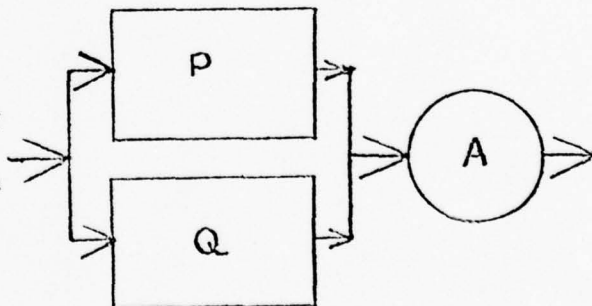
If condition P holds true, then perform Action A but not B. If P does not hold, then perform B but not A. In any case, when done, perform C.

18
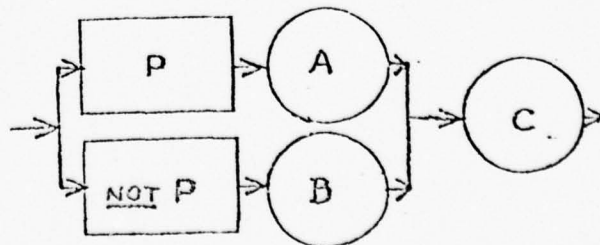
First perform Action C. Then: If
condition P holds true, then perform
Action A. If condition Q holds true,
then perform action B. Note that both
P and Q may hold, in which case both
A and B will be performed.
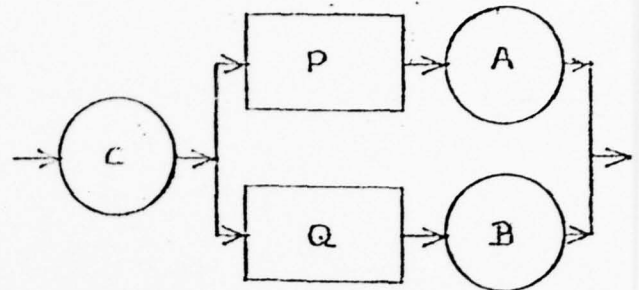
First perform Action A, then (in all
cases) perform Action B. Additionally,
if condition P holds true, then perform
Action C (perhaps at the same time as
Action B).
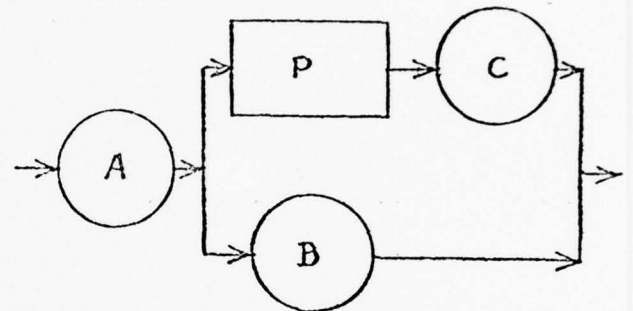
Perform Action A utilizing information
contained on the document B which was
retrieved from the file C.
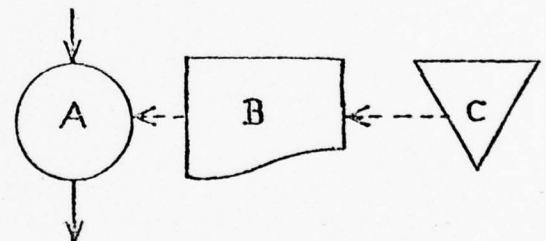
First perform Action A. Then perform
process B, which is itself flowcharted
elsewhere in this set of charts. After
B is completed, return to here and
perform Action C.

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OVERVIEW CHART:

These functions
support all other
functions within
the Food Service
Subsystem

Figure 1

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FOOD/SERVICE SUBSYSTEM
CLINICAL SUPPORT
MEDICAL RECORD INFORMATION UPDATE PROCESS
SHEET 1 OF 1   9 MAR 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
FOOD TOLERANCES COMPLETION PROCESS
SHEET 1 OF 1   20 NOV 1975

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
FOOD TOLERANCES UPDATE PROCESS
SHEET 1 OF 1   20 NOV 1975

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MEDICAL RECORD MUST BE REVIEWED

OUTPATIENT RECORD

INPATIENT RECORD

REVIEW ADMISSION PHYSICAL EXAM

REVIEW MOST CURRENT ENTRIES

RECORD APPROP. INFO.

RECORD APPROP. INFO.

HEIGHT, WEIGHT, AGE, SEX, ETC.

PATIENT DIETARY RECORD

PATIENT DIETARY RECORD

DIETARY RECORD FILE

DIETARY RECORD FILE

PROCESS COMPLETE

REVIEW PROBLEM LIST

NO DIETARY IMPLICATIONS EXIST

DIETARY IMPLICATIONS EXIST

NOTE IN RECORD

CHECK FOR DIAGNOSIS

RECORD

NO DIAGNOSIS LISTED

DIAGNOSIS LISTED

NOTE IN RECORD

CHECK FOR DIET ORDER

RECORD

2A

TO: SHEET 2

DEPENDS ON STATE OF RECORD AND ON CLINIC VISIT THAT LED TO NUTRITION CLINIC VISIT. COULD HAVE ENCOUNTER FORM, PROBLEM LIST, ETC.

INFO. RECORDED MIGHT INCLUDE DIET ORDER (IF ANY), LAB TESTS RESULTS, MEDICATION ORDERS, PHYSICAL EXAM INFO., ETC.

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
MEDICAL RECORD REVIEW PROCESS
SHEET 1 OF 2   9 MAR 1975

FROM: SHEET 1

2A

DIET ORDERED

NO DIET ORDERED

NOTE IN RECORD

RECORD

REVIEW MEDICAL HISTORY

SOME INFO. MAY ALREADY BE RECORDED IN DIETARY RECORD IF PATIENT INTERVIEW FOR DIETARY HISTORY HAS OCCURED PRIOR TO PERFORMING THIS PROCESS; THIS PORTION THEN WOULD BE A "CHECK" OF INFORMATION OBTAINED FROM THE PT.

FOOD ALLERGIES INDICATED

NO FOOD ALLERGIES INDICATED

NOTE IN RECORD

RECORD

PHYSICAL LIMITATIONS THAT COULD AFFECT EATING/ NUTRITION INDIC'D

NO PHYSICAL LIMITATIONS INDICATED

NOTE IN RECORD

RECORD

FAMILY MEDICAL HX INFO. HAVING DIETARY IMPLICA-TIONS INDICATED

NO FAMILY MEDICAL INFO. INDICATED

NOTE IN RECORD

RECORD

ADDITIONAL FACTORS AFFECTING EATING/NUTRITION INDICATED

NO ADDITIONAL FACTORS INDICATED

RECORD

REVIEW CURRENT MEDI-CATION ORDERS

DIETARY IMPLICATIONS EXIST

NO DIETARY IMPLICATIONS EXIST

NOTE IN RECORD

RECORD

REVIEW CURRENT LAB. TESTS/ RESULTS

2B

2B

DIETARY IMPLICATIONS EXIST

NO DIETARY IMPLICATIONS EXIST

RECORD

NOTE IN RECORD

RECORD NAMES OF C.P.'S WORKING WITH PT

RECORD ADDI-TIONAL INFO.

PROCESS COMPLETED

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
MEDICAL RECORD REVIEW PROCESS
SHEET 2 OF 2   9 MAR 1975

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
PATIENT DIETARY HISTORY UPDATE PROCESS
SHEET 1 OF 1   9 MAR 1975

PATIENT DIETARY HISTORY MUST BE UPDATED

QUERY PNT

PHYSICAL INFO. ACCURATE AND COMPLETE
PHYSICAL INFO. INACCURATE &/OR INCOMPLETE
RECORD APPROP. INFO.
PATIENT DIETARY RECORD
DIETARY RECORD FILE

FOOD ALLERGY INFO. ACCURATE AND COMPLETE
FOOD ALLERGY INFO. INACCURATE &/OR INCOMPLETE
RECORD APPROP. INFO.

PHYSICAL LIMITATIONS INFO. ACCURATE AND COMPLETE
PHYSICAL LIMITATIONS INACCURATE &/OR INCOMPLETE
RECORD APPROP. INFO.

FAMILY MEDICAL HISTORY INFO. ACCURATE AND COMPLETE
FAMILY MEDICAL HISTORY INFO. INACCURATE &/OR INCOMPLETE
RECORD APPROP. INFO.

NO WEIGHT CHANGE
WEIGHT CHANGE SINCE LAST DIETARY HX RECORDED
RECORD CHANGE INDICATE PROBABLE CAUSE

NO CHANGE IN EATING PATTERN
CHANGE IN EATING PATTERN SINCE LAST DIETARY HX RECORDED
RECORD NEW PATTERN INDICATE REASON FOR CHANGE

1A

ON SAME DIET
ON DIFFERENT DIET SINCE LAST DIETARY HX RECORDED
RECORD APPROP. INFO.

CURRENTLY FOLLOWING DIET
NOT CURRENTLY FOLLOWING DIET
RECORD

NO EATING DIFFICULTIES EXIST
EATING DIFFICULTIES EXIST
RECORD

RECORD ADDITIONAL INFO.
MAY INCLUDE CHANGE IN ACTIVITY LEVEL, NUTRITIONAL STATUS, ETC.

PROCESS COMPLETED

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
PATIENT DIETARY HISTORY
COMPLETION PROCESS
SHEET 1 OF 2   9 MAR 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
PATIENT DIETARY HISTORY COMPLETION PROCESS
SHEET 2 OF 2   9 MAR 1975

DIETARY RECORD
UPDATE PROCESS

DIETARY RECORD MUST BE UPDATED → PERFORM MEDICAL RECORD INFO. UPDATE PROCESS → PERFORM PNT DIETARY HISTORY UPDATE PROCESS → PERFORM PNT FOOD TOLERANCES UPDATE PROCESS → PROCESS COMPLETED

DIETARY RECORD
COMPLETION PROCESS

DIETARY RECORD MUST BE COMPLETED → PERFORM MEDICAL RECORD REVIEW PROCESS → PERFORM PNT DIETARY HISTORY COMPLETION PROCESS → PERFORM PNT FOOD TOLERANCES COMPLETION PROCESS → PROCESS COMPLETED

ALL THREE PROCESSES MUST BE COMPLETED BUT MAY BE COMPLETED IN ANY ORDER

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
DIETARY RECORD COMPLETION PROCESS/DIETARY RECORD UPDATE PROCESS
SHEET 1 OF 1   9 MAR 1975

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DIET ORDER MUST BE EVALUATED

REVIEW DIETARY RECORD

PATIENT DIETARY RECORD

DIETARY RECORD FILE

DIET ORDER REFLECTS CURRENT TRENDS IN DIET THERAPY

DIET ORDER DOES NOT REFLECT CURRENT TRENDS IN DIET THERAPY — NOTE POTENTIAL ADJUSTMENT

REFLECTS PAST DIETARY RESTRICTIONS

DOES NOT REFLECT PAST DIETARY RESTRICTIONS — NOTE POTENTIAL ADJUSTMENT

COMPATIBLE WITH MEDICATION ORDERS (IF ANY)

INCOMPATIBLE W/ MEDICATION ORDERS — NOTE POTENTIAL ADJUSTMENT

COMPATIBLE W/ RESULTS OF LAB TESTS (IF ANY)

INCOMPATIBLE W/ RESULTS OF LAB TESTS — NOTE POTENTIAL ADJUSTMENT

COMPATIBLE W/ PHYSICAL LIMITATIONS OF PNT (IF ANY)

INCOMPATIBLE W/ PHYSICAL LIMITATIONS OF PATIENT — NOTE POTENTIAL ADJUSTMENT

COMPATIBLE W/ FOOD ALLERGIES &/OR FOOD TOLERANCES

INCOMPATIBLE W/ FOOD ALLERGIES AND/OR FOOD TOLERANCES — NOTE POTENTIAL ADJUSTMENT

1A

1A

COMPATIBLE WITH PATIENT NUTRIENT REQUIREMENTS

INCOMPATIBLE W/ PNT NUTRIENT REQUIREMENTS — NOTE POTENTIAL ADJUSTMENT

COMPATIBLE WITH FAMILY HX WHICH MAY INDICATE PREVENTIVE DIETARY MEASURES

INCOMPATIBLE W/ FAMILY HISTORY — NOTE POTENTIAL ADJUSTMENT

FEASIBLE IN PRESENT SITUATION (RESOURCES AVAILABLE)

NOT FEASIBLE IN PRESENT SITUATION — NOTE POTENTIAL ADJUSTMENT

COMPATIBLE WITH PNT'S LIFE STYLE, EATING PATTERN, ETC.

INCOMPATIBLE W/ PNT'S LIFE STYLE, EATING PATTERN, ETC. — NOTE POTENTIAL ADJUSTMENT

MAY INCLUDE SOCIO-ECONOMIC AND ETHNIC FACTORS, ETC.

REVIEW ANY POTENTIAL ADJUSTMENTS

DETERMINE APPROP. DIET ORDER

PROCESS COMPLETED

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT
DIET ORDER EVALUATION PROCESS
SHEET 1 OF 1 9 MAR 1975

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-OUTPATIENT
NUTRITION CLINIC PROCESS
SHEET 1 OF 5   9 MAR 1975

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FROM: SHEET 1

2B

PATIENT WOULD LIKE TO BE SEEN TODAY

PNT IS WILLING TO RETURN ON APPROPRIATE DAY

PNT EXITS

PROCESS COMPLETED

REVIEW TODAY'S SCHED.

TODAY'S SCHEDULE

APPOINTMENT TIME IS AVAILABLE & PATIENT DESIRES APPOINTMENT

APPOINTMENT TIME ISN'T AVAILABLE OR NOT SUITABLE TO PATIENT

RE-SCHED. PNT

NOTIFY PAD OF MED. RECORD REQMNT

TO: SHEET 1

1A

REQ. PNT RETURN ON APPROP. DAY

PATIENT CAN/ WILL RETURN

PATIENT CANNOT/ WILL NOT RETURN

PNT EXITS

PROCESS COMPLETED

2C

FROM: SHEET 1

2A

REVIEW TODAY'S SCHED.

TODAY'S SCHEDULE

TIME IS NOT AVAILABLE SOONER OR IS NOT SUITABLE TO PATIENT

TIME IS AVAILABLE SOONER THAN SCHED. APPT. AND PATIENT DESIRES EARLIER APPT.

RE-SCHEDULE PNT

1A

TO: SHEET 1

REQUEST PNT RETURN AT SCHED TIME

PATIENT CAN/ WILL RETURN

PATIENT CAN'T/ WILL NOT RETURN

1A

TO: SHEET 1

REVIEW AD-VANCED SCHED.

2C

FROM: SHEET 1 (AND) THIS PAGE

ADVANCED SCHEDULES

TIME IS NOT AVAILABLE OR NOT SUITABLE TO PATIENT

TIME IS AVAILABLE & PNT DESIRES APPOINTMENT

REFER PNT TO P.A.S. FOR APPT— PNT EXITS

PROCESS COMPLETED

RE-SCHED. PNT— PNT EXITS

NOTIFY PAD OF MEDICAL RECORD REQMNT

NOTIFY P.A.S. TO CANCEL ORIG. APPT.

PROCESS COMPLETED

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-OUTPATIENT
NUTRITION CLINIC PROCESS
SHEET 3 OF 5   9 MAR 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-OUTPATIENT
NUTRITION CLINIC PROCESS
SHEET 4 OF 5   9 MAR 1975

FROM: SHEET 3

C.P. NOT AVAILABLE

TRY TO CONTACT ANOTHER APPROP. CP & RESOLVE/ DETERMINE DIET ORDER

4A

DIET ORDER NOT RESOLVED/ DETERMINED (NO C.P. AVAILABLE)

PROVIDE PNT W/ "GENERAL" DIET COUNSELLING AS APPROP.

MAKE ARRANGEMNTS FOR PROVIDING PNT W/ ADDITIONAL SPECIFIC DIETARY INFO. W/IN REASONABLE TIME FRAME

5A   TO: SHEET 5

COULD BE BY ADDITIONAL APPTMNT IN NEAR FUTURE, BY TELEPHONE, BY MAILING OF ADDITIONAL INFO. TO PATIENT, ETC AFTER THE DIETITIAN HAS CONTACTED THE C.P. AND RESOLVED/DETERMINED THE DIET ORDER

C.P. AVAILABLE

RESOLVE/DETERMINE DIET ORDER

PROVIDE DIET INSTRUCS/ COUNSELLING

5A   TO: SHEET 5

DIET ORDER RESOLVED/ DETERMINED & APPROPRIATE

PROVIDE DIET INSTRUCS/ COUNSELLING

PREPARE, ADDITIONAL COPY OF CONSULT FOR 2ND CP

CONSULT SHEET

TO: SHEET 5

FROM: SHEET 3

4B

PULL DIETARY RECORD

PATIENT DIETARY RECORD

DIETARY RECORD FILE

PERFORM DIETARY RECORD UPDATE PROCESS

PROVIDE FOLLOW-UP COUNSELLING

REFERRAL REQUIRED

INITIATE REFERRAL PROCEDURE

NO REFERRAL REQUIRED

FURTHER FOLLOW-UP REQUIRED

INITIATE FOLLOW-UP PROCEDURE

NO FURTHER FOLLOW-UP REQUIRED

RECORD VISIT IN DIETARY RECORD

PATIENT DIETARY RECORD

MEDICAL RECORD AVAILABLE

MEDICAL RECORD NOT AVAILABLE

RECORD VISIT IN MEDICAL RECORD

PATIENT MEDICAL RECORD

PATIENT DEPARTS AND TAKES MEDICAL RECORD

PATIENT DEPARTS DOES NOT TAKE MEDICAL RECORD

FORWARD MEDICAL RECORD TO PAD

PATIENT MEDICAL RECORD   TO PAD

PNT DEPARTS

RECORD VISIT ON CONSULT SHEET

FORWARD CONSULT SHEET TO PAD

COMPLETED CONSULT SHEET   TO PAD

5B   TO: SHEET 5

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-OUTPATIENT
NUTRITION CLINIC PROCESS
SHEET 5 OF 5   9 MAR 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
TRAY/FEEDING CANCELLATION PROCESS
SHEET 1 OF 1   9 MAR 1975

TRAY/FEEDING MUST BE CANCELLED

TRAY/FEEDING IN KITCHEN

ACTIONS IN KITCHEN ARE RESPONSIBILITY OF PTA

IN CART

IN ASSEMBLY PROCESS

REMOVE TRAY/FEEDING FROM CART

Δt

PULL ASSEMBLED TRAY/FEEDING

ADJUST DELIVERY DOCUMENT

DISPOSE OF TRAY PER S.O.P.

PROCESS COMPLETED

CART LOADING GUIDE/NOUR. DELIVERY LIST

TRAY/FEEDING IN TRANSIT TO NURSING UNIT

NOTIFY DIETETIC ATTENDANT ON NURSING UNIT

Δt

TRAY/FEEDING ON NURSING UNIT

NOTIFY DIETETIC ATTENDANT ON NURSING UNIT

IN CART

IN PANTRY REFRIGERATOR

PATIENT ALREADY SERVED

PULL TRAY/FEEDING

PULL TRAY/FEEDING

DOCUMENT

ADJUST DELIVERY DOCUMENT

DISPOSE OF TRAY PER S.O.P.

PROCESS COMPLETED

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
TRAY SERVICE PROCESS
SHEET 1 OF 3   9 MAR 1975

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FROM: SHEET 1 (AND) THIS PAGE

2B

PATIENT ISN'T ON NUTRIENT INTAKE ANALYSIS

PATIENT IS ON NUTRIENT INTAKE ANALYSIS

COLLECT TRAY

COLLECT TRAY "FLAG" TRAY

RETURN TRAY TO CART

RECORD PERT COMMS ON MEAL SERVICE REPORT

MEAL SERVICE REPORT

MORE TRAYS TO COLLECT

NO MORE TRAYS TO COLLECT

1B

RETURN CART TO PANTRY

"FLAGGED" TRAYS ON CART

NO "FLAGGED" TRAYS ON CART

PULL "FLAGGED" TRAYS

Δt

WEIGH/MEASURE AMTS OF FOOD LEFT ON TRAY RECORD

DUPLICATE MENU SELECTIONS

COMPLETE MEAL SERVICE REPORT

MEAL SERVICE REPORT

NOTIFY LOG TECH CART IS READY FOR RETURN TO KITCHEN

PROCESS COMPLETED

TO: SHEET 1

FROM SHEET 1

2A

SERVE TRAY TO PT

Δt

CHECK TO SEE IF PT IS FINISHED EATING

PT ISN'T FINISHED EATING

PT IS FINISHED EATING

Δt

NOT TRAY COLLECTION PERIOD

TRAY COLLECTION PERIOD

2B

COLLECT TRAY RETURN TO PANTRY

FROM: SHEET 1

2C

PATIENT IS NOT ON NUTRIENT INTAKE ANALYSIS

PATIENT IS ON NUTRIENT INTAKE ANALYSIS

WEIGH/MEASURE AMTS OF FOOD LEFT ON TRAY RECORD

DUPLICATE MENU SELECTIONS

RECORD PERT COMMS ON MEAL SERV REPORT

MEAL SERVICE REPORT

FOOD CART IS IN PANTRY

PRIOR TO MEAL SERVICE

MEAL SERVICE COMPLETED

FOOD CART HAS BEEN RETURNED TO KITCHEN

STORE TRAY 'TIL CART HAS BEEN SERVED

ADD TRAY TO CART

RETURN TRAY TO KITCHEN PER S.O.P.

PROCESS COMPLETED

PROCESS COMPLETED

FROM: SHEET 1

3A

GIVE TRAY TO C.P. TO SERVE TO PNT

Δt

CHECK W/C.P./PT. TO SEE IF PT. FINISHED EATING

PATIENT NOT FINISHED EATING

Δt

PATIENT FINISHED EATING

PATIENT NOT ON NUTRIENT INTAKE ANALYSIS

PATIENT ON NUTRIENT INTAKE ANALYSIS

RECORD CP.'S ESTIMATE OF AMOUNT OF FOOD LEFT ON PNT'S TRAY

DUPLICATE MENU SELECTIONS

RECORD PERTINENT COMMENTS ON MEAL SERV. REPORT

MEAL SERVICE REPORT

C.P. DISPOSES OF TRAY

PROCESS COMPLETED

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
TRAY SERVICE PROCESS
SHEET 3 OF 3   9 MAR 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
FOOD SERVICE ORDERS PROCESS
SHEET 1 OF 3   20 NOV 1975

① FROM: PHARMACY SUBSYSTEM
   INPATIENT PHARMACY
   CYCLE PROCESS
   SHEET 4

② FROM: WARD/CLINIC SUBSYSTEM
   WARD ORDER PROCESS
   SHEET 5

③ FROM: FS SUBSYSTEM
   CS INPATIENT
   PT STATUS
   NOTIFICATION
   PROCESS
   SHEET 1

MAY BE TRANSMITTED
BY TELEPHONE,
TELEWRITER, PAPER
DOCUMENT, ETC.

1D

FOOD SERVICE
ORDER RECEIVED
IN CLINICAL
DIETETICS OFFICE

NUTRIENT INTAKE ANALYSIS ORDER
INITIAL DIET ORDER
DIET CHANGE ORDER
DIETARY CONSULT ORDER
INITIAL NOURISHMENT ORDER
NOURISHMENT CHANGE ORDER
EARLY, DELAYED, LATE TRAY ORDER
NPO ORDER
NOURISHMENT CANCELLATION ORDER

2A
TO: SHEET 2

1C
FROM: SHEET 3

2B
TO: SHEET 2

EVALUATE ORDER

APPROVE OR ADJUST ORDER

RECORD ON NOUR'MNT ROSTER

1A

EVALUATE ORDER

APPROVE OR ADJUST ORDER

RECORD ON NOUR'MNT ROSTER

RECORD ON DIETARY RECORD

1B

2C
TO: SHEET 2

3B
TO: SHEET 3

RECORD ON DIETARY RECORD

UPDATE NOUR'MNT ROSTER

3C
TO: SHEET 3

RECORD AS UNVALIDATED ON DIET ROSTER

RECORD AS UNVALIDATED ON DIETARY RECORD

PERFORM DIET ORDER VALIDATION

CHECK FOR MENU SELEC'S IN SYSTEM

1B

RECORD AS UNVALIDATED ON DIET ROSTER

RECORD AS UNVALIDATED ON DIETARY RECORD

PERFORM DIET ORDER VALIDATION

PERFORM MENU SELECTION PROCESS

1A

ENTRY OF A DIET ORDER
AS UNVALIDATED ON
EITHER THE DIET
ROSTER OR THE
DIETARY RECORD
ALSO PLACES IT IN THE
UNVALIDATED ORDERS
FILE

UNVALIDATED DIET ORDERS FILE

MENU SELECTIONS EXIST

MENU SELECTIONS DO NOT EXIST

SELECTIONS CAN BE ADJUSTED TO FIT DIET

SELECTIONS CANNOT BE ADJUSTED TO FIT DIET

PULL SELECTIONS "HOLD"

ADJUST MENU SELECTIONS

3A
TO: SHEET 3

DIET ROSTER
TO: SHEET 2

PATIENT DIETARY RECORD

DIETARY RECORD FILE

ADVANCE MENU SELECTIONS FILE

PATIENT'S ADVANCE MENU SELECTIONS

PATIENT DIETARY RECORD

NOURISHMENT ROSTER

DIETARY RECORD FILE

PATIENT DIETARY RECORD

DIETARY RECORD FILE

PATIENT'S ADVANCE MENU SELECTIONS

TEMP "HOLD" FILE

40

2B

RECORD IN DIETARY RECORD

PERFORM CONSUL- TATION

COMPLETE REPORT OF CONSUL- TATION

PROCESS COMPLETED

PATIENT DIETARY RECORD

COMPLETED CONSULT SHEET

DIETARY RECORD FILE

TO CARE PROVIDER

2C   FROM: SHEET 1

RECORD ON DIET ROSTER

ANNOTATE APPRO MENU SELEC'S

ADJUST APPRO DOCU- MENTS

MAY INCLUDE CART LOADING GUIDE, ETC.

PROCESS COMPLETED

DIET ROSTER

PATIENT'S ADVANCE MENU SELEC'S

ADVANCE MENU SELEC'S FILE

FROM: SHEET 1

2A

RECORD ON DIETARY RECORD

PATIENT DIETARY RECORD

DIETARY RECORD FILE

RECORD ON DIET ROSTER

PULL ADVANCE MENU SELEC'S

PREPARE DUP COPY FOR INTAKE RECORDING

FILE ALL MENUS

Δt

2D

PERFORM NUTRIENT INTAKE ANALYSIS CALC'S

NUTR VALUES FILE

NOT FINAL MEAL OF DAY

"HOLD" INTERIM CALC'S

TEMP "HOLD" FILE

FINAL MEAL OF DAY

TOTAL DAY'S INTAKE VALUES

RECORD IN DIETARY RECORD

DAILY (INTERIM) RESULTS MAY BE PROVIDED TO CARE PROVIDER AT THIS POINT

ANALYSIS ORDER STILL IN FORCE

2D

END OF ANALYSIS ORDER PERIOD

COMPLETE / REPORT OF INTAKE ANALYSIS

PROCESS COMPLETED

DIET ROSTER

PATIENT MENU SELECTIONS

ADVANCE MENU SELEC'S FILE

ORIGINAL

DUPLICATE MENU SELECTIONS

PATIENT SERVED MEAL(S); INTAKE AMOUNT RECORDED

PT INTAKE RECORDED ON DUP MENU

PATIENT DIETARY RECORD

DIETARY RECORD FILE

NUTRIENT INTAKE ANALYSIS RESULTS

TO CARE PROVIDER

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
FOOD SERVICE ORDERS PROCESS
SHEET 2 OF 3   20 NOV 1975

4 1

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
FOOD SERVICE
ORDERS PROCESS
SHEET 3 OF 3   20 NOV 1975

FROM: PAD SUBSYSTEM
WARD/CLINIC SUBSYSTEM

1B

PT ADMIN STATUS NOTIFICATION RECEIVED IN CLINICAL DIETETICS OFCE

DISCHARGE NOTIFICATION

STATUS CHANGE NOTIFICATION

2A

TO: SHEET 2

FROM PAD

FROM NURSING UNIT

CONTACT NURSING UNIT

NURSING UNIT CONFIRMS DISCHARGE

NURSING UNIT DOES NOT CONFIRM DISCHARGE

Δt

UPDATE DIET ROSTER

DIET ROSTER

PULL DIETARY RECORD

PATIENT DIETARY RECORD

DIETARY RECORD FILE

PERFORM TRAY/FEEDING CANCEL PROC

CHECK FOR MENU SELEC'S IN SYS

ADVANCE MENU SELEC'S FILE

MENU SELECTIONS DO NOT EXIST

MENU SELECTIONS EXIST

PT'S ADV MENU SELECTIONS

PULL MENU SELEC'S "HOLD"

TEMP HOLD FILE

PT'S ADV MENU SELECTIONS

ADJUST APPRO DOCU'S IF NEC

FOOD SERVICE WILL FOLLOW HOSPITAL POLICIES FOR RECORD FINALIZATION PROCESSES

FINALIZE DIETARY RECORD

PATIENT AIR EVAC'D

PATIENT DECEASED

PATIENT DISCHARGED IN AREA

SEND DIET REC W/ PT/ RECORD

PROCESS COMPLETED

FORWARD DIET RECORD TO PAD

PROCESS COMPLETED

ASSURE CD OFFICE HAS READY ACCESS TO DIET RECORD (IF NEC, DUP COPY)

PT DIETARY RECORD (DUPLICATE)

READILY ACCESSIBLE DIET RECORD FILE FOR "LOCAL" PT'S

FOOD SERVICE WILL INSURE (W/IN HOSPITAL POLICY) THAT INPATIENT DIETARY RECORDS BECOME PART OF THE OUTPATIENT RECORD, TOO – AND VICE VERSA

ADMISSION NOTIFICATION (NO DIET ORDER)

FROM PAD

FROM NURSING UNIT

INITIATE DIETARY RECORD

RECORD ON DIET ROSTER

CONTACT NURSING UNIT

DIET ORDER AVAILABLE

DIET ORDER NOT AVAILABLE

1A

1D

INITIATE DIETARY RECORD

RECORD ON DIET ROSTER

Δt

NO DIET ORDER RECEIVED FROM NURSING UNIT

CONTACT NURSING UNIT

1A

DIET ORDER RECEIVED FROM NURSING UNIT

1D

DIETARY RECORD

DIET ROSTER

TO: FS SUBSYSTEM CS INPATIENT FOOD SERVICE ORDERS PROCESS SHEET 1

TO: FS SUBSYSTEM CS INPATIENT FOOD SERVICE ORDERS PROCESS SHEET 1

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
PATIENT STATUS
NOTIFICATION PROCESS
SHEET 1 OF 2   20 NOV 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
PATIENT STATUS NOTIFICATION PROCESS
SHEET 2 OF 2   20 NOV 1975

2A
FROM SHEET 1

PASS/LEAVE STATUS

FROM LEAVE OR PASS

TO LEAVE OR PASS

3E
TO: FS SUBSYSTEM CS INPATIENT FOOD SERVICE ORDERS PROCESS SHEET 3

3D
TO: FS SUBSYSTEM CS INPATIENT FOOD SERVICE ORDERS PROCESS SHEET 3

SI/VSI STATUS (ON OR OFF)

RECORD ON DIET ROSTER

RECORD ON DIETARY RECORD

PROCESS COMPLETED

DIET ROSTER

PATIENT DIETARY RECORD

DIETARY RECORD FILE

AWOL STATUS

UPDATE DIET ROSTER

RECORD ON DIETARY RECORD

CHECK FOR MENU SELECTIONS IN SYSTEM

MENU SELECTIONS DO NOT EXIST

MENU SELECTIONS EXIST

PERFORM MENU SELECTIONS CANCEL PROCESS

CHECK FOR TRAYS/FEEDING IN SYSTEM

TRAYS/FEEDINGS DO NOT EXIST

TRAYS/FEEDINGS EXIST

PERFORM TRAY/FEEDING CANCEL PROCESS

PULL DIETARY RECORD

DISPOSE OF DIETARY RECORD PER S.O.P. FOR AWOL'S

PROCESS COMPLETED

BED/ROOM/NURSING UNIT CHANGE

UPDATE DIET ROSTER

UPDATE DIETARY RECORD

CHECK FOR MENU SELECTIONS IN SYSTEM

MENU SELECTIONS DO NOT EXIST

MENU SELECTIONS EXIST

UPDATE ADVANCE MENU SELECTIONS

ADJUST APPROP DOCUMENTS IF NEC.

CHECK FOR TRAY/FEEDING ON OR ENROUTE TO NURSING UNIT

NO TRAY OR FEEDING ON OR ENROUTE TO NURSING UNIT

TRAY OR FEEDING ON OR ENROUTE TO NURSING UNIT

PROCESS COMPLETED

CONTACT DIETETIC ATTDNT TO TRANSFER TRAY/FEEDING TO PROPER PLACE

DIET ROSTER

PATIENT DIETARY RECORD

DIETARY RECORD FILE

ADVANCE MENU SELECTIONS FILE

PATIENT'S ADVANCE MENU SELECTIONS

MAY NEED TO ADJUST ADDITIONAL MENU ITEMS REQUIREMENT LIST, CART LOADING GUIDE

DIETARY RECORD FILE

PATIENT DIETARY RECORD

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
DIET ORDER VALIDATION PROCESS
SHEET 1 OF 1   9 MAR 1975

UNVALIDATED DIET ORDERS FILE

UNVALIDATED DIET ORDER EXISTS

DIET ORDER EVALUATION IS NOT FEASIBLE

DIET ORDER EVALUATION IS FEASIBLE

PERFORM DIET ORDER EVAL

APPROVE 1-MEAL UNVALIDATED DIET ORDER

PERFORM MENU SELEC PROC

NOTE ACTIONS: ATTEMPT TO PERFORM EVAL

DIET ORDER IS NOT APPROPRIATE

DIET ORDER IS APPROPRIATE

VALIDATE DIET ORDER

PROCESS COMPLETED

TRY TO CONTACT C.P.

C.P. IS NOT AVAILABLE

C.P. IS AVAILABLE

RESOLVE/ADJUST DIET ORDER

1A

MENU SELEC'S REQ'D FOR MEAL SERVICE

MENU SELEC'S NOT YET REQ'D FOR MEAL SERVICE

DETERMINE 1-MEAL PROVISIONAL DIET ORDER

PERFORM MENU SELEC PROC

NOTE ACTIONS: TRY TO CONTACT C.P.

TRY AGAIN TO CONTACT C.P.

DIET ROSTER

PATIENT DIETARY RECORD

1A

DIETARY RECORD FILE

VALIDATION OF THE DIET ORDER ON THE DIET ROSTER AND/OR DIETARY RECORD REMOVES THAT ORDER FROM THE INVALIDATED FILE

45

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
MENU SELECTION PROCESS
SHEET 1 OF 1   9 MAR 1975

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FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
ADVANCE MENU PROCESSING PROCESS
SHEET 1 OF 1   20 NOV 1975

ADVANCE MENU SELECTIONS

TEMPORARY "HOLD" FILE

MENU IN EXCESS

PULL MENU "HOLD"

MENU MISSING

1A

NO MORE MENUS TO ADD, PULL, CHANGE

1B

PERFORM MENU SELECTION PROCESS

MORE MENUS TO ADD, PULL, CHANGE

1A

MENU CHANGE REQUIRED

CHECK MENU

MENU CANNOT BE ADJUSTED

PULL MENU "HOLD"

MENU CAN BE ADJUSTED

ADJUST MENU

AMIRL FILE

AMIRL

PROCESS COMPLETED

MENU SELECTIONS MAY BE FOR MEALS &/OR NOURISHMENT

ADVANCE MENUS MUST BE PROCESSED PRIOR TO MENU FINALIZATION

CHECK MENU SELECTIONS W/DIET/NOURISHMENT ROSTER FOR NURSING UNIT

ALL MENUS NOT AVAILABLE OR NOT ACCURATE

ALL MENUS AVAILABLE & COMPLETE

CHECK FOR NON-STANDARD MENU ITEMS

1B

NON-STANDARD MENU ITEMS APPEAR ON MENUS

NO NON-STANDARD MENU ITEMS APPEAR

RECORD ITEMS ON AMIRL

ALIGN MENUS IN SERVICE ORDER

PREPARE CART LOADING GUIDE(S)/NOURISHMENT DELIVERY GUIDE(S)

NO MORE NURSING UNITS TO PROCESS

MORE NURSING UNITS TO PROCESS

FILE MENUS AND GUIDE

FILE AMIRL

AT SOP SPECIFIED TIME, FORWARD AMIRL TO PTA

ADVANCE MENU SELECTIONS CHOSEN BY PNTS

ADVANCE MENU SELECTIONS CHOSEN FOR PATIENTS

ADVANCE MENU SELECTIONS FILE

DIET ROSTER

NOURISHMENT ROSTER

ADDITIONAL MENU ITEMS REQUIREMENT LIST (AMIRL)

CART LOADING GUIDE

NOURISHMENT DELIVERY GUIDE

MENU SELECTIONS

CART LOADING GUIDE/NOURISHMENT DELIVERY GUIDE

ADVANCE MENU SELECTIONS FILE

AMIRL

9B

TO FS SUBSYSTEM PATIENT TRAY ASSEMBLY SHEET 9

47

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
MENU FINALIZATION PROCESS
SHEET 1 OF 1 9 MAR 1975

48

FOOD SERVICE SUBSYSTEM
CLINICAL SUPPORT-INPATIENT
MENU SELECTIONS CANCELLATION PROCESS
SHEET 1 OF 1   20 NOV 1975

49

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 1 OF 13 26 FEB 1975

FROM: SHEET 1

2A

REVIEW MASTER FILE TO DETERMINE IF CHANGE IS NECESSARY

MASTER FILE RECIPE

MASTER/ RECIPE FILE

RECIPE TO BE CHANGED

RECIPE NOT TO BE CHANGED

13A

TO: SHEET 13

DETERM TYPE OF DATA CHANGE

CHANGE RECIPE INGREDIENT DATA

3A

TO: SHEET 3

CHANGE RECIPE INSTRUCTION DATA

3C

TO: SHEET 3

CHANGE RECIPE NUTRITIVE VALUES DATA

4A

TO: SHEET 4

CHANGE RECIPE VARIABLE DATA

4C

TO: SHEET 4

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 2 OF 13 26 FEB 1975

FOOD SERVICE
CENTRAL DATA BASE MAINTENNACE
SHEET 3 OF 13 26 FEB 1975

FROM: SHEET 2

4A → VERIFY NECESSARY DATA

MASTER NUTRITIVE VALUES FILE LIST

MASTER NUTR VAL FILE

4B

NOTE CHANGES

RECIPE NUTR VALS CHANGE DATA (NEW)

UPDATE MASTER RECIPE FILE

MASTER RECIPE FILE

MASTER RECIPE FILE UPDATE TRANSAC REPORT

FILE RECIPE(S) (USER COPY)

CHECK & VERIFY

REPORTS ARE CORRECT

REPORTS ARE INCORRECT → 4B

HOLD DATA TIL UPDATE IS COMPLETE → 13A

TO: SHEET 13

FROM: SHEET 2

4C → VERIFY NECESSARY DATA

VARIABLE DATA LIST

VARIABLE DATA FILE

4D

NOTE NEEDED CHANGES

RECIPE VARIABLE DATA CHANGES

UPDATE MASTER RECIPE FILE

MASTER RECIPE FILE

MASTER RECIPE FILE UPDATE TRANSAC REPORT

FILE RECIPE(S) (USER COPY)

CHECK & VERIFY

REPORTS ARE CORRECT

REPORTS ARE INCORRECT → 4D

HOLD DATA TIL UPDATE IS COMPLETE → 13A

TO: SHEET 13

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 4 OF 13 26 FEB 1975

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 5 OF 13   26 FEB 1975

54

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 8 OF 13   26 FEB 1975

FOOD SERVICE
CENTRAL DATA
BASE MAINTENANCE
SHEET 6 OF 13   26 FEB 1975

WHEN INGREDIENT IS ALREADY ON FILE, ANY CHANGES WILL
ALSO AFFECT RECIPES IN WHICH THAT INGREDIENT IS USED.
THUS, IT WILL BE NECESSARY TO *UPDATE THE RECIPE FILE*
TO REFLECT CHANGES IN INGREDIENTS.

FROM: SHEET 1

6A

EVALUATE REQUEST

CHANGE NOT TO BE MADE

13A   TO: SHEET 13

CHANGE TO BE MADE

EVALUATE NECESSARY DATA

NOTE NEEDED CHANGES

UPDATE MASTER INGRED FILE

UPDATE MASTER RECIPE FILE

RECIPE INGREDIENT CHANGE DATA

(RECIPE & INGRED) UPDATED FILES

MASTER RECIPE FILE LIST

MASTER INGREDIENT FILE LIST

MASTER RECIPE FILE

MASTER INGRED FILE

6B

MASTER INGREDIENT FILE UPDATE TRANSAC REPORT

MASTER INGREDIENT FILE LIST

MASTER RECIPE FILE UPDATE TRANSAC REPORT

FILE RECIPES

VERIFY UPDATE DATA

ERRORS (UPDATE INCORRECT)

6B

NO ERRORS (UPDATE CORRECT)

HOLD DATA TIL UPDATE IS COMPLETE

13A

TO: SHEET 13

5 5

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 7 OF 13 26 FEB 1975

WHEN INGREDIENTS ARE ADDED OR CHANGED, THEY MAY AFFECT THE RECIPES IN WHICH THEY ARE USED. IT MAY BE NECESSARY TO UPDATE THE RECIPE FILE ALSO.

7A

FROM: SHEET 1

EVALUATE REQUEST

NEW INGREDIENT NOT TO BE ADDED TO MASTER FILE

13A

TO: SHEET 13

NEW INGREDIENT TO BE ADDED TO MASTER FILE

EVALUATE NECESSARY DATA

NOTE NEW INGREDIENT(S)

UPDATE MASTER INGRED FILE

NEW INGREDIENT DATA

MASTER INGRED FILE

MASTER INGREDIENT FILE UPDATE TRANSACTION REPORT

MASTER INGREDIENT FILE LIST

VERIFY UPDATE DATA

ERRORS (UPDATE INCORRECT)

7B

NO ERRORS (UPDATE CORRECT)

CHECK MASTER RECIPE FILE

MASTER FILE RECIPES

RECIPE FILE

NEW INGREDIENT DOES NOT AFFECT MASTER RECIPE FILE

NEW INGREDIENT AFFECTS MASTER RECIPE FILE

HOLD DATA TIL UPDATE IS COMPLETE

13A

TO: SHEET 13

3A

TO: SHEET 3

MASTER INGREDIENT FILE LIST (CURRENT)

MASTER INGRED FILE

INGREDIENT WILL BE GIVEN INGREDIENT SEQUENCE NUMBER AT THIS POINT

7B

WHEN NEW INSTRUCTIONS ARE ADDED, THEY MAY AFFECT THE RECIPE FILE. IT MAY BE NECESSARY TO UPDATE MASTER RECIPE FILE.

FROM: SHEET 1

9A

EVALUATE REQUEST

NEW INSTRUCTION NOT TO BE ADDED TO MASTER FILE

13A   TO: SHEET 13

NEW INSTRUCTION TO BE ADDED TO MASTER FILE

EVALUATE NECESSARY DATA

NOTE NEW INSTRUCTIONS

9B

UPDATE MASTER INSTRUCTION FILE

NEW INSTRUCTION DATA

MASTER INSTRUC FILE

MASTER INSTRUCTION FILE LIST

MASTER INSTRUC FILE

INSTRUCTION WILL BE GIVEN INSTRUCTION SEQUENCE NO. AT THIS POINT

MASTER INSTRUCTION FILE UPDATE TRANSACTION REPORT

MASTER INSTRUCTION FILE LIST

VERIFY UPDATE DATA

ERRORS (UPDATE INCORRECT)

9B

NO ERRORS (UPDATE CORRECT)

CHECK MASTER RECIPE FILE

CURRENT FILE RECIPES

MASTER RECIPE FILE

NEW INSTRUCTION AFFECTS MASTER RECIPE FILE

3D   TO: SHEET 3

NEW INSTRUCTION DOES NOT AFFECT MASTER RECIPE FILE

HOLD DATA TIL UPDATE IS COMPLETE

13A   TO: SHEET 13

FOOD SERVICE
CENTRAL DATA
BASE MAINTENANCE
SHEET 9 OF 13   26 FEB 1975

58

FROM: SHEET 1

10A

EVALUATE REQUEST

CHANGE NOT TO BE MADE

13A — TO: SHEET 13

CHANGE TO BE MADE

REVIEW NECESSARY DATA

MASTER NUTRITIVE VALUES FILE LIST

MASTER INGREDIENT FILE LIST

MASTER NUTR VAL FILE

MASTER INGRED FILE

10B

NOTE NEEDED CHANGES

NEW NUTRITIVE VALUES DATA (CHANGES)

UPDATE NUTR VAL FILE

MASTER NUTR VAL FILE

REVIEW INGRED FILE REQMNT

NEW INGRED NUTRITIVE VALUES DATA

MUST BE DONE WHEN INGREDIENT NUTRITIVE VALUE DATA HAS BEEN CHANGED

UPDATE INGRED FILE FOR NEW NUTR VAL DATA

MASTER INGRED FILE

MASTER RECIPE FILE

MASTER NUTR VALS FILE UPDATE TRANSACTION REPORT

MASTER NUTRITIVE VALUES FILE LIST

MASTER INGREDIENT FILE UPDATE TRANSACTION REPORT

MASTER INGREDIENT FILE LIST

FILE RECIPES

VERIFY UPDATE DATA

ERRORS (UPDATE INCORRECT)

10B

NO ERRORS (UPDATE CORRECT)

CHECK MASTER RECIPE FILE

CHANGES DO NOT AFFECT MASTER RECIPE FILE

HOLD DATA TIL UPDATE IS COMPLETE

13A — TO: SHEET 13

CHANGES AFFECT MASTER RECIPE FILE

4A — TO: SHEET 4

FOOD SERVICE
CENTRAL DATA
BASE MAINTENANCE
SHEET 10 OF 13   26 FEB 1975

FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 11 OF 13   26 FEB 1975

FROM: SHEET 1

FOOD SERVICE
CENTRAL DATA BASE
MAINTENANCE
SHEET 12 OF 13 26 FEB 1975

FROM: SHEETS 1-12

13A

REVIEW UPDATE PROCESSES

IT WILL NOT ALWAYS BE NECESSARY TO USE ALL REPORTS GENERATED BY CDB DEPENDING ON WHICH FILES ARE UPDATED. ALL FILES DO NOT NECESSARILY HAVE TO BE UPDATED AT ONE TIME. DATA FOR SEPARATE FILES MAY BE SENT TO USER IF PRIORITY FOR ANY SEGMENT IS ESTABLISHED.

UPDATE PROCESS INCOMPLETE

UPDATE PROCESS COMPLETE

DETERM WHICH PROCESS HAS TO BE DONE

1B   TO: SHEET 1

VERIFY DATA

DATA INCORRECT

DATA CORRECT

IF ERRORS ARE FOUND IN UPDATE DATA AT THIS POINT IT MAY NOT BE NECESSARY TO DO A COMPLETE UPDATE. ANY FILE IN CDB SYSTEM MAY BE UPDATED INDEPENDENTLY OF THE OTHERS. HOWEVER, IT MAY BE NECESSARY TO REVIEW THE ENTIRE UPDATE PROCESS TO DETERMINE WHICH FILE(S) CONTAIN INCORRECT DATA.

DETERM AREA OF ERRORS

1B   TO: SHEET 1

COMPILE IN USER FORM

SEND TO USER

1A

TO: FOOD SERVICE
LOCAL DATA BASE
MAINTENANCE
SHEET 1

NEW FILE RECIPES

MASTER INSTRUCTION FILE LIST

MASTER INGREDIENT FILE LIST

MASTER NUTRITIVE VALUES FILE LIST

VARIABLE DATA LIST

HOSPITAL MASTER MENU LIST

MASTER RECIPE FILE UPDATE TRANSACTION REPORT

INSTRUCTION FILE UPDATE TRANSACTION REPORT

MASTER INGREDIENT FILE UPDATE TRANSACTION REPORT

MASTER NUTRITIVE VALUES FILE UPDATE TRANSACTION REPORT

VARIABLE DATA UPDATE TRANSACTION REPORT

MASTER MENU UPDATE TRANSACTION REPORT

MASTER RECIPE FILE

MASTER INSTRUC FILE

MASTER INGRED FILE

MASTER NUTR VAL FILE

VARIABLE DATA FILE

MASTER MENU FILE

62

FROM FOOD SERVICE
CENTRAL DATA BASE MAINTENANCE
SHEET 13

1A

CENTRAL DATA BASE DATA AND OPERATIONAL FEEDBACK DATA

RECEIVE CENTRAL DATA BASE DATA

INITIAL DATA BASE RECEIVED

UPDATE DATA RECEIVED

OPERATIONAL FEEDBACK DATA RECEIVED

13A — TO SHEET 13

7B — TO SHEET 7

1B

REVIEW HOSPITAL MASTER MENU

MENU IS REVIEWED MEAL BY MEAL

MEAL TO BE USED IN LOCATION SHOWN ON HOSP. MASTER MENU

MEAL TO BE USED IN DIFFERENT LOCATION THAN THAT SHOWN

MEAL TO BE REPLACED WITH SPECIALTY MEAL

ENTER LISTED MEAL IN DESIRED LOCATION

ENTER SPECIALTY MEAL IN DESIRED LOCATION

LOCAL MASTER MENU REF 1

LOCAL MASTER MENU: REF 1

1C

REVIEW MENU ITEMS FOR THAT MEAL

LISTED MENU ITEM NOT TO BE USED

TEMPORARY HOLIDAY MEAL MENU ITEM TO BE USED

ADDITIONAL MENU ITEM NEEDED LOCALLY

DELETE MENU ITEM FROM LOCAL MASTER MENU

ENTER DATED ALTERNATE MEAL MENU ITEM

RECIPE ON RECIPE FILE

RECIPE NOT ON RECIPE FILE

ADD MENU ITEM TO LOCAL MASTER MENU

FORWARD RECIPE TO CDBM

RECIPE DATA UPDATE REQUEST

TO FOOD SERVICE CENTRAL DATA BASE MAINTENANCE SHEET 1

1A

2A — TO SHEET 2

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 1 OF 15   18 FEB 75

63

FROM SHEET 1

(2A)

UPDATE RECIPE/ MENU CORRELATION TABLE

ONLY ONE RECIPE FOR THAT MENU ITEM AVAILABLE

MORE THAN ONE RECIPE FOR THAT MENU ITEM AVAILABLE

RECIPE LISTED ON HOSPITAL MASTER MENU TO BE USED

RECIPE OTHER THAN THAT LISTED ON HOSP. MASTER MENU TO BE USED

ENTER NEW RECIPE NUMBER OF LOCAL MASTER MENU

UPDATE RECIPE/ MENU CORRELATION TABLE

REVIEW SERVICE AREA DATA

MENU ITEM TO BE USED IN SERVICE AREAS SPECIFIED ON MENU

MENU ITEM NOT TO BE USED IN SERVICE AREAS AS SPECIFIED

CHANGE SERVICE AREA DATA ON LOCAL MASTER MENU

(3A) TO SHEET 3

FROM SHEET 2

3A

NOT LAST MENU ITEM FOR THAT MEAL

1D TO SHEET 1

LAST MENU ITEM FOR THAT MEAL

MORE MEALS TO PROCESS

1C TO SHEET 1

LAST MEAL IN MENU CYCLE

COLLECT LOCAL MENU DATA

SELECTION %'S, DELIVERY TIMES, ETC.

3B

ENTER DATA ON LOCAL MASTER MENU

MORE DATA TO BE COLLECTED/ ENTERED

3B

ALL NEEDED DATA COLLECTED/ ENTERED

REVIEW FILE RECIPES TO BE USED

4A TO SHEET 4

AS MARKED ON RECIPE/MENU CORRELATION TABLE

LOCAL MASTER MENU

HOSPITAL MASTER MENU

LOCAL MENU FILE

CENTRAL DATA FILE

6 5

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 4 OF 15   18 FEB 75

66

FROM SHEET 4

5A

RECORD MENU ITEM DISPOSITION

FREEZER, REFRIGERATOR, ETC. & STORAGE LIFE

RECORD PREPARATION EQUIPMENT TO BE USED

MENU ITEM NOT TO BE PACKAGED

MENU ITEM TO BE PACKAGED

RECORD PACKAGING INFORMATION

FOR BULK AND/OR INDIVIDUAL PACKS

MORE RECIPES TO REVIEW

4A

TO: SHEET 4

ALL RECIPES REVIEWED

REVIEW NUTRITIVE VALUE DATA

5B

FOR EACH RECIPE

ALTERNATE INGREDIENT SELECTION HAS NOT CHANGED NUTRITIVE VALUE

ALTERNATE INGREDIENT SELECTION HAS CHANGED NUTRITIVE VALUE

REANALYZE RECIPE(S)

6A

TO: SHEET 6

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 6 OF 15   18 FEB 75

4A — FROM: SHEET 1

INGREDIENTS IN STORAGE

4C

VISUALLY SPOT CHECK FOR SIGNS OF SPOILAGE

ITEMS NOT OK

ITEMS OK

DETERMINE EXTENT OF SPOILAGE

NO MORE ITEMS TO CHECK

END OF PROCESS

4E

MORE ITEMS TO CHECK

4C

"ON THE SPOT" CORRECTION CANNOT BE MADE

"ON THE SPOT" CORRECTION CAN BE MADE

NOTIFY PROPER SUPV AS TO ACTION TO BE TAKEN

NOTIFY SUPV OF NEEDED ACTION

MAKE DISPOSITION (FOLLOW THRU)

4E

FOLLOW THRU ON ACTION TAKEN

4E

ITEM MAY HAVE TO BE USED IMMEDIATELY, PROCESSED IMMEDIATELY, OR DISCARDED TOTALLY

INGREDIENTS ARE BEING RECEIVED

4B

VISUALLY SPOT CHECK FOR SIGNS OF SPOILAGE

PROBABLY DONE BY PERSON WHO IS RECEIVING ITEMS FROM SUPPLIERS (STOREROOM PERSONNEL)

ITEMS NOT OK

ITEMS OK

NOTIFY PROPER AUTH

DO NOT ACCEPT ITEM

4D

VETS MAY HAVE TO BE CONTACTED TO MAKE FINAL DETERMINATION AT THIS POINT

REVIEW SPECS

DETERMINE IF ITEMS MEET SPECS

ITEMS DO NOT MEET SPECS

ITEMS MEET SPECS

RETURN TO SUPPLIER

NOTIFY INVEN CONTROL

4D

NOTIFY FOOD TECH LAB OF ITEMS ARRIVAL

ITEMS DO NOT REQUIRE TESTING

ITEMS REQUIRE BACTERIOLOGICAL TESTING

STORE ITEMS

4D

TABULATE DATA STORE IN FILE

QC FILE

4D

Δ t

PERFORM PROPER TESTS

TAKE SAMPLES

4D

MORE ITEMS TO CHECK

NO MORE ITEMS TO CHECK

END OF PROCESS

4B

FOOD SERVICE
QUALITY CONTROL
SHEET 4 OF 7   5 MAR 1975

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 7 OF 15   18 FEB 75

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 8 OF 15   18 FEB 75

FROM SHEET 8

9A

DETERMINE WHEN CHANGE SHOULD BE MADE

CHANGE AFFECTS RECIPE "IN PROCESS"

CHANGES DOES NOT AFFECT RECIPE "IN PROCESS"

MAKE CHANGE

CHANGE TO BE DEFERRED TEMPORARILY

STORE FOR FUTURE PROCESSING

CHANGE TO BE MADE FOR THIS USE

MAKE CHANGE

FOLLOW THROUGH ON PRODUCTION/ SERVICE DOCUMENTS

9B

DETERMINE CONSEQUENCES OF CHANGE

ALL UPDATE DATA PROCESSED

15A TO SHEET 15

MORE UPDATE DATA TO PROCESS

7B TO SHEET 7

CHANGE OF ALTERNATE INGREDIENTS

10A TO SHEET 10

CHANGE OF LEAD TIME FOR INGREDIENT ISSUE

10B TO SHEET 10

CHANGE OF BATCH SIZE (MINIMUM/ MAXIMUM)

11A TO SHEET 11

CHANGE IN PACKAGING CONTAINER(S)

11B TO SHEET 11

CHANGE IN INGREDIENT FLOW PATTERN

11A TO SHEET 11

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 9 OF 15   18 FEB 75

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FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 10 OF 15   18 FEB 75

FROM SHEET 9

10A

10B — REVIEW PROCUREMENT & PRODUCTION SCHEDULES

INGREDIENT PURCHASE CAN WAIT FOR NEXT PROCUREMENT CYCLE — 10C

INGREDIENT REQUIRES PROCUREMENT PRIOR TO NEXT STANDARD CYCLE — ARRANGE FOR PROCUREMENT ACTION — 10C

REVIEW RECIPES

CHANGE DOES NOT AFFECT NUTRITIVE VALUE

CHANGE AFFECTS NUTRITIVE VALUE — MARK RECIPES NEEDING REANALYSIS — DETERMINE/MARK AFFECTED MENUS

REANALYSIS WILL NOT BE DONE UNTIL ALL CHANGES HAVE BEEN PROCESSED

10C

ALL CONSEQUENCES FOR THIS CHANGE PROCESSED

MORE UPDATE DATA TO PROCESS — 7B — TO SHEET 7

ALL UPDATE DATA PROCESSED — 15A — TO SHEET 15

ADDITIONAL CONSEQUENCES FROM THIS CHANGE — 9B — TO SHEET 9

72

73

UPCOMING HOLIDAY/ SPECIAL OCCASION, SEASONAL CHANGE, ETC.

TO CORRECT A PROBLEM WHICH HAS OCCURRED

FROM SHEET 8

12A

REQUESTED CHANGE IS A NEW NEED

REQUESTED CHANGE A RESULT OF OPERATIONAL FEEDBACK DATA ANALYSIS

PERMANENT CHANGE

TEMPORARY CHANGE

ENTER MENU CHANGE W/EFFECTIVE DATE

ENTER DATED TEMPORARY CHANGE

ENTER CHANGE

IDENTIFY CHANGE FOR MIPS

REPRINT MENUS/FOOD LISTS

12C

CHANGE DOES NOT AFFECT MENU NUTRITIONAL ANALYSIS

MENU CHANGE AFFECTS MENU NUTRITIONAL ANALYSIS

MARK MENU(S) FOR REANALYSIS

ALL CHANGES PROCESSED

15A

TO SHEET 15

MORE CHANGES TO PROCESS

7B

TO SHEET 7

LAST MINUTE CHANGES

REQUESTED CHANGE A RESULT OF PRODUCTION/ PROCUREMENT PROBLEMS

ENTER DATED TEMPORARY CHANGE

CHANGE DOES NOT AFFECT PATIENT TRAY MENUS

12C

12B

CHANGE AFFECTS PATIENT TRAY MENUS

NOTIFY CLINICAL, PTA

PATIENT MENUS HAVE NOT BEEN DISTRIBUTED/ PREPARED

PATIENT MENUS HAVE BEEN DISTRIBUTED/ PREPARED

REPRINT AFFECTED MENUS/ FOOD LISTS

REPRINT AFFECTED FOOD LISTS

ANOTHER AREA TO CHANGE

12B

ALL AREAS TAKEN CARE OF

12C

74

FROM SHEET 1

13A

RECIPE UPDATE DATA → 14A
TO SHEET 14

NUTRITIVE VALUE UPDATE DATA → REVIEW NUTRITIVE VALUE DATA

CHANGE AFFECTS RECIPE NOT IN USE LOCALLY

CHANGE AFFECTS RECIPE IN USE LOCALLY

CHANGE DOES NOT AFFECT ALTERNATE INGREDIENTS IN USE → 13B

CHANGE AFFECTS ALTERNATE INGREDIENTS IN USE → MARK RECIPES FOR REANALYSIS → MARK AFFECTED MENU(S) FOR REANALYSIS → 13B

HOSPITAL MASTER MENU UPDATE DATA → REVIEW MENU CHANGES

CHANGE NOT TO BE MADE ON LOCAL MASTER MENU

CHANGE TO BE MADE ON LOCAL MASTER MENU → 7B
TO SHEET 7

13B

MORE UPDATE DATA TO PROCESS → 13A

ALL UP-DATE DATA PROCESSED → 15A
TO SHEET 15

FROM SHEET 13

14A

RECIPE HAS BEEN CHANGED

14B

RECIPE HAS BEEN DELETED

RECIPE WAS NOT IN USE LOCALLY

RECIPE WAS IN USE LOCALLY

14C

MORE UPDATE DATA TO PROCESS

13A

TO SHEET 13

ALL UPDATE DATA PROCESSED

15A

TO SHEET 15

SCREAM LOUDLY; POUND ON DESK

14C

RECIPE HAS BEEN ADDED

RECIPE NOT TO BE USED LOCALLY

14C

RECIPE IS TO BE USED LOCALLY

DETERMINE PLACEMENT ON MENU(S)

UPDATE DATA

7B

TO SHEET 7

14B

REVIEW RECIPE DATA

NO LOCAL ALTERATION REQUIRED

14C

LOCAL ALTERATION REQUIRED

UPDATE DATA

7B

TO SHEET 7

76

FOOD SERVICE
LOCAL DATA BASE MAINTENANCE
SHEET 15 OF 15   18 FEB 75

77

FOOD SERVICE
FINANCIAL MANAGEMENT
SHEET 1 OF 9   4 MAR 75

78

79

80

FOOD SERVICE
FINANCIAL MANAGEMENT
SHEET 4 OF 9 4 MAR 75

81

FOOD SERVICE
FINANCIAL MANAGEMENT

83

FOOD SERVICE
FINANCIAL MANAGEMENT
SHEET 7 OF 9 4 MAR 75

84

FROM SHEET 1

8A

PREPARE REQUEST FOR PHYSICAL INVENTORY

MAY BE DONE FOR ALL PMI AND RAW INGREDIENTS OR FOR SELECTED ITEMS

REQUEST FOR PHYSICAL INVENTORY

1A   TO FOOD SERVICE INVENTORY CONTROL SHEET 1

FROM FOOD SERVICE INVENTORY CONTROL SHEET 9

8C

PHYSICAL INVENTORY

INVENTORY CONTROL WILL HAVE NOTED ANY DISCREPENCIES BETWEEN INV. DATA AND PHYSICAL INV.

REVIEW PHYSICAL INVENTORY

8B

DISCREPENCY HAS BEEN NOTED

NO DISCREPENCY HAS BEEN NOTED

9B   TO SHEET 9

ADD CUMULATIVE RECEIPTS FOR PERIOD TO BEGINNING INVENTORY

PREPARED MENU ITEMS

8D

THE PMI ARE HANDLED THE SAME AS RAW ING. WHEN READING; READ "PMI" INSTEAD OF "RAW ING."

RAW INGREDIENTS

FOR THE INGREDIENT BEING CHECKED.

CUMULATIVE RECEIPTS OF RAW INGREDIENTS (FOOD SUPPLY REQUISITION)

CUMULATIVE RECEIPTS FILE

8D

BEGINNING INVENTORY

INVENTORY FILE

QTY. ON HAND AT END OF LAST PERIOD

SUBTRACT THE ENDING INVENTORY AS SHOWN ON THE PHYSICAL INVENTORY

CUMULATIVE WITHDRAWALS OF RAW INGREDIENTS (PTA/DRS/MIP RAW ING. WITHDRAWAL LIST)

CUMULATIVE WITHDRAWAL FILE

COMPARE THE FIGURE FROM ABOVE TO THE QTY SHOWN ON FILE AS WITHDRAWN

FIGURES ARE EQUAL

IF THIS IS THE CASE, THEN IT CAN BE ASSUMED THAT THE BEG. INV. WAS IN ERROR

9A   TO SHEET 9

FIGURES ARE UNEQUAL

IF THIS IS THE CASE, IT CAN BE ASSUMED THAT THE CUMULATIVE RECEIPTS OR WITHDRAWALS ARE IN ERROR

9C   TO SHEET 9

8 5

FOOD SERVICE
FINANCIAL MANAGEMENT
SHEET 9 OF 9   4 MAR 75

9C   FROM SHEET 9

REVIEW ALL RAW INGREDIENT REQUISITIONS AND RE-TOTAL

TO GET CUMULATIVE RECEIPTS

"NEW" FIGURE FOR RECEIPTS DOES EQUAL CUMULATIVE RECEIPTS AS SHOWN ON FILE

"NEW" FIGURE FOR RECEIPTS DOES NOT EQUAL CUMULATIVE RECEIPTS IN FILE

9D   REVIEW ALL RAW INGREDIENT WITHDRAWALS AND RE-TOTAL

TO GET CUMULATIVE WITHDRAWALS

ADJUST QTY. ON THE CUMULATIVE RECEIPTS FILE

ADD CUMULATIVE RECEIPTS TO BEG. INVENTORY

SUBTRACT THE ENDING INVENTORY AS SHOWN ON PHYS. INVENTORY

IF THIS IS THE CASE, IT CAN BE ASSUMED THAT THE ERROR WAS IN THE RECEIPTS.

"NEW" FIGURE FOR WITHDRAWALS DOES NOT EQUAL CUMULATIVE WITHDRAWALS AS SHOWN ON FILE

"NEW" FIGURE CUMULATIVE WITHDRAWALS AS SHOWN ON FILE

9B

ADJUST QTY. ON THE CUMULATIVE WITHDRAWAL FILE

COMPARE THE ABOVE FIGURE TO THE FIGURE OF BEG. INV. + RECEIPTS MINUS ENDING INV.

THIS POINT SHOULD "NEVER" BE REACHED IF IT IS.?.......

COMPARE THE ABOVE FIGURE TO THE QTY. SHOWN ON FILE AS WITHDRAWN

IF THIS IS THE CASE, IT CAN BE ASSUMED THAT THE ERROR WAS IN THE WITHDRAWALS.

FIGURES ARE EQUAL   9B

FIGURES ARE UNEQUAL   9D

FIGURES ARE EQUAL   9B

FIGURES ARE UNEQUAL   9B

9A

ADJUST THE BEG. INVENTORY

IF THE PHYSICAL INVENTORY WAS> THE QTY ON HAND AS SHOWN ON INVENTORY DATA, THEN ADD THE DISCREPENCY TO BEG. INV. IF< SUBTRACT

9B

MORE ITEMS ON PHYSICAL INVENTORY TO REVIEW   8B TO SHEET 8

LAST ITEM TO REVIEW

IF NO DISCREPENCIES HAD BEEN NOTED ONLY HAVE THE PHY. INVENTORY.

PHYSICAL INVENTORY   FINM FILE

CUMULATIVE RECEIPTS OF RAW INGREDIENTS   RECEIPTS FILE

CUMULATIVE RECEIPTS OF RAW INGREDIENTS   WITHDRAWAL FILE

BEGINNING INVENTORY   INVENTORY FILE

RELEASE ALL DOCUMENTS TO FILES

MORE DOCUMENTS   1A TO SHEET 1

LAST DOCUMENT   END

FOOD SERVICE
PERSONNEL MANAGEMENT
SCHEDULING PROCESS
SHEET 1 OF 1   8 DEC 75
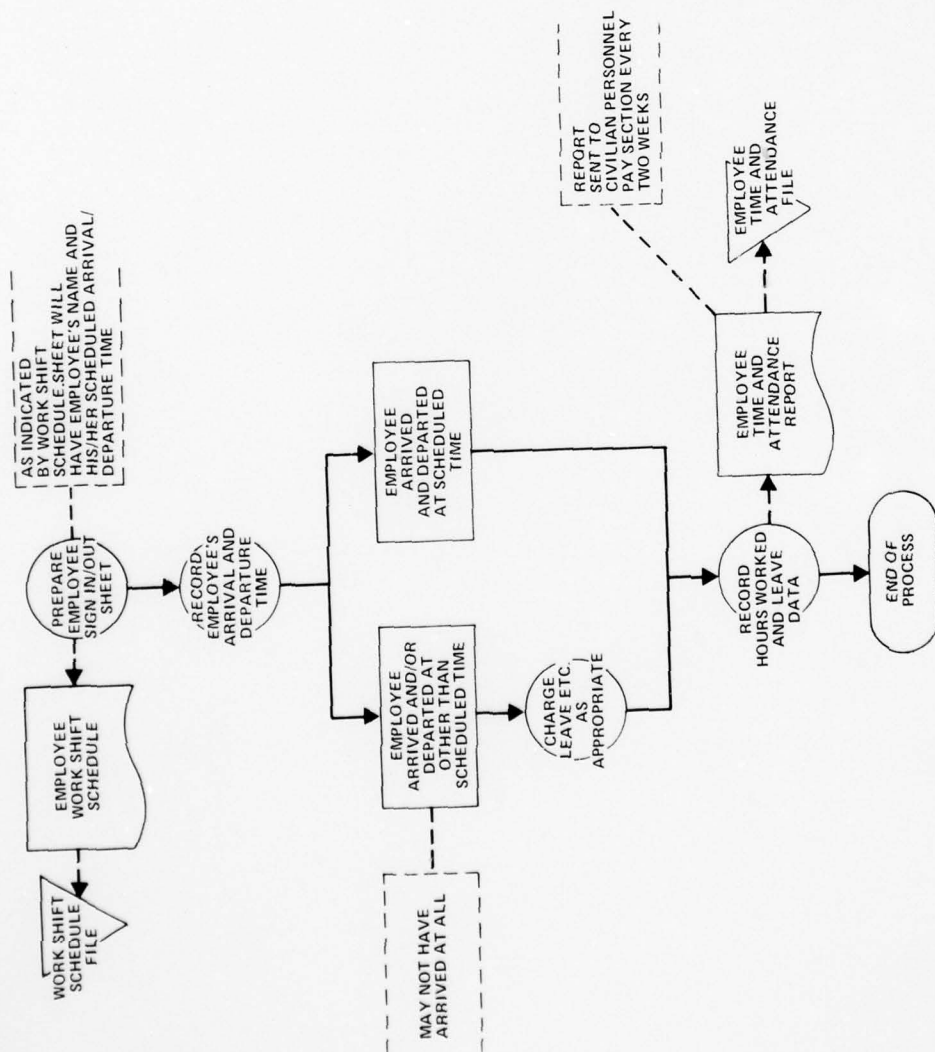
FOOD SERVICE
PERSONNEL MANAGEMENT
EMPLOYEE SIGN IN/OUT PROCESS
SHEET 1 OF 1   8 DEC 75

AS INDICATED
BY WORK SHIFT
SCHEDULE,SHEET WILL
HAVE EMPLOYEE'S NAME AND
HIS/HER SCHEDULED ARRIVAL/
DEPARTURE TIME

PREPARE
EMPLOYEE
SIGN IN/OUT
SHEET

EMPLOYEE
WORK SHIFT
SCHEDULE

WORK SHIFT
SCHEDULE
FILE

RECORD
EMPLOYEE'S
ARRIVAL AND
DEPARTURE
TIME

EMPLOYEE
ARRIVED
AND DEPARTED
AT SCHEDULED
TIME

EMPLOYEE
ARRIVED AND/OR
DEPARTED AT
OTHER THAN
SCHEDULED TIME

MAY NOT HAVE
ARRIVED AT ALL

CHARGE
LEAVE ETC.
AS
APPROPRIATE

RECORD
HOURS WORKED
AND LEAVE
DATA

REPORT
SENT TO
CIVILIAN PERSONNEL
PAY SECTION EVERY
TWO WEEKS

EMPLOYEE
TIME AND
ATTENDANCE
REPORT

EMPLOYEE
TIME AND
ATTENDANCE
FILE

END OF
PROCESS

88

END
DATE
FILMED

9-77
DDC

FOOD SERVICE
QUALITY CONTROL
SHEET 1 OF 7 5 MAR 1975

SELECT AREA TO BE CHECKED

EQUIPMENT & FOOD PLANT SANITATION — 2A — TO: SHEET 2

MONITOR TEMPS IN STORAGE AREAS — 3A — TO: SHEET 3

MONITOR RAW INGREDIENT RECEIVING & STORAGE — 4A — TO: SHEET 4

MONITOR PRODUCTION OF MENU ITEMS — 5A — TO: SHEET 5

MONITOR STORAGE OF MENU ITEMS — 7A — TO: SHEET 7

89

FOOD SERVICE
QUALITY CONTROL
SHEET 2 OF 7 5 MAR 1975

90

FROM: SHEET 1 → 3A

THIS SHOULD BE DONE AT LEAST ONCE A DAY, MORE OFTEN IF POSSIBLE. THIS IS A VISUAL CHECK OF FREEZER & REFRIGERATOR THERMOMETERS

BEGIN TEMP CHECK IN STOR AREAS

RECORD TEMPS FOUND

TEMP IS NOT OK

TEMP IS OK

NO MORE TEMPS TO CHECK → END OF PROCESS

MORE TEMPS TO CHECK → B

3B

FOOD SERVICE DIVISION ENGINEER IS AUTHORIZED TO MAKE NECESSARY REPAIRS OR TO ADJUST EQUIPMENT

NOTIFY APPRO PERS OF PROBLEM

MAY BE NECESSARY TO TRANSFER ITEMS TO ANOTHER STORAGE AREA, APPROVAL WILL BE OBTAINED FROM PROPER AUTHORITY

NOTIFY AREA SUPV OF PROBLEM

DETERMINE CONDITIONS OF ITEMS

DECIDE IF TRANSFER TO OTHER STORAGE LOC IS NECESSARY

SOME ITEMS MAY BE HAZARDOUS AND MUST BE DISPOSED OF

ITEMS CANNOT BE TRANSFERRED TO ANOTHER STOR LOCATION

ITEMS TO BE TRANSFERRED TO ANOTHER STOR LOCATION

ITEMS TO BE LEFT AS IS

DISPOSE OF SPOILED ITEMS

TRANSFER ITEMS → 3B

DON'T DO ANYTHING WAIT FOR REPAIRS

FROM: SHEET 1

5A

(BEGIN TEMP CHECK ON ITEMS IN PROCESS)

(MONITOR ITEMS IN ALL STAGES OF PROCESS)

[IT WILL BE NECESSARY TO MONITOR ITEMS FROM ING RM PREP ALL THE WAY THRU PROD PROCESS TO SVC AREA]

[PRODUC AREA PROCESSING MENU ITEM]

[PRODUCTION AREA COULD BE DRS, PTA, OR EITHER SERVICE AREAS]

5B

[ING ROOM PROCESSING MENU ITEM]

5B

(TEST FOR PROPER TEMP, COLOR TEXTURE, ETC.)

[TEMPERATURE & APPEARANCE NOT OK]

(MAKE "ON THE SPOT" CORRECTIONS IF POSSIBLE)

(DETERM IF TEMP LAG AFFECTED WHOLE-SOMENESS OF ITEM)

[ITEM NOT AFFECTED (LAB ANALYSIS NOT REQUIRED)]

(RESTORE PROPER TEMP OR MAKE NECES CORRECTION)

5C

[ITEM AFFECTED (LAB ANALYSIS REQUIRED)]

(DETERMINE TEST TO PERFORM)

(PERFORM TEST NOTE RESULTS)

6A   TO: SHEET 6

[TEMPERATURE & APPEARANCE OK]

(NOTE TIME, MEAL, DAY, TEST RESULTS)

[NO MORE ITEMS TO PROCESS]

(CHECK FOR OTHER TESTS TO BE MADE)

(COMPILE DATA & UPDATE FILE)

QC FILE

(END OF PROCESS)

[MORE ITEMS TO PROCESS]

5B

5C

93

FROM: SHEET 5

6A

TEST OK
(ITEM
WHOLESOME)

NOTIFY
AREA SUPV
AS TO RESULTS

5C

TO: SHEET 5

TEST NOT OK
(ITEM
UNWHOLESOME)

NOTIFY
AREA SUPV &
CHIEF

INIT ACTION
TO DESTROY
ITEM

ANY ITEM WHICH TESTS
AS UNWHOLESOME
ACCORDING TO STANDARDS
MUST BE DISCARDED

FOLLOW
THRU ON
ACTION
TAKEN

PROD SCHEDS MAY HAVE
TO BE REVISED IF A QTY
OF ANY ITEM IS DISCARDED
NOTIFY PROD MGR

5C

TO: SHEET 5

94

FOOD SERVICE
QUALITY CONTROL
SHEET 7 OF 7 5 MAR 1975

FROM: SHEET 1

7A → CHECK PMI IN STORAGE → REVIEW EXPIR DATES & PKG CONDITION

EXPIRATION DATE PASSED → NOTIFY AREA SUPV → COLLECT & SEND SAMPLES TO LAB → Δt → REVIEW PROD REQS → 7C

IF AN ITEM TESTS OK IT MAY BE USED (CAUTIOUSLY) ASAP

EXPIRATION DATE APPROACHING → REVIEW PROD SCHED &/OR SVC REQS

ITEM NOT SCHEDULED FOR USE

ITEM SCHEDULED FOR USE PRIOR TO EXP DATE → CHECK & VERIFY EXP DATE WON'T PASS BY SD

NOTIFY SYS COORD AS TO STATUS

EXP DATE WON'T PASS BY DAY OF USE → DON'T DO ANYTHING → 7C

EXP DATE WILL PASS BY DAY OF USE → USE ITEM ASAP → 7C

DECISION WILL HAVE TO BE MADE TO ADJUST PROD REQMNT AND WHEN TO USE THE ITEM

PACKAGE DAMAGED → CHECK ITEMS FOR VISIBLE SPOILAGE → TAKE SAMPLES FOR ANALYSIS → 7D

PACKAGING OK (UNCHANGED) → 7B

NO MORE ITEMS TO CHECK → NOTIFY AREA SUPV AS TO FINDINGS → REVIEW & TABULATE RESULTS → UPDATE QC FILE → END OF PROCESS

QC FILE

MORE ITEMS TO BE CHECKED → 7A

7C

EXPIRATION DATE OK

NO RANDOM SAMPLING TO BE DONE

RAND SAMP TO BE DONE FOR LAB ANALYSIS → COLLECT SAMPLES → PERFORM SELECTED TESTS → Δt → ANALYZE TEST RESULTS

RESULTS NOT OK → REPORT TO PROPER AUTH FOR ACTION → FOLLOW THRU ON ACTION TAKEN → 7C

ITEM SHOULD BE DISCARDED AT THIS TIME

RESULTS OK (ITEM WHOLESOME) → 7C

7B

7D

FOOD SERVICE
MENU ITEM PREPARATION SCHEDULING
SHEET 1 OF 1   8 DEC 75

CENSUS PROJECTION ESTABLISHED BY FINANCIAL MANAGEMENT

HOSPITAL MENU ESTABLISHED BY LOCAL DATA BASE MAINT.

CENSUS FILE

MENU FILE

PRODUCTION SCHEDULE FILE

CENSUS PROJECTION

HOSPITAL MENU

PAST PRODUCTION SCHEDULES

COMPUTATION INVOLVES MULTIPLYING THE CENSUS PROJECTION BY THE PREFERENCE FACTORS ESTABLISHED FOR EACH ITEM ON THE MENU

BASED ON REVIEW OF PAST PRODUCTION SCHEDULES

COMPUTE SERVICE REQUIREMENTS

1A

ASSIGN PRODUCTION DAYS FOR EACH ITEM ON MENU

COMPUTE PRODUCTION QUANTITIES

CHECK PERSONNEL AND EQUIPMENT CONSTRAINTS

LIMITS HAVE BEEN EXCEEDED

1A

SCHEDULE AS PLANNED IS WITHIN CONSTRAINTS

PLACE SCHEDULE IN FILE

PLACE OTHER DATA IN FILE

END OF PROCESS

PRODUCTION SCHEDULE

PRODUCTION SCHEDULE FILE

APPROPRIATE FILES

PAST PRODUCTION SCHEDULES

CENSUS PROJECTION

HOSPITAL MENU

SERVICE REQUIREMENTS

FOOD SERVICE
INVENTORY CONTROL
SHEET 1 OF 10   17 MAR 75

FOOD SERVICE
INVENTORY CONTROL
SHEET 2 OF 10 17 MAR 1975

2A — FROM SHEET 1

INVENTORY FILE

INVENTORY DATA-RAW INGREDIENTS

2B

AND UPDATE INVENTORY WITH AMOUNT DUE-IN

TO FOOD SERVICE FINANCIAL MGT. SHEET 1

PREPARE REQUISITION & ASSIGN CONTROL NUMBER

FOOD SUPPLIES (EMERGENCY)

FOOD SUPPLIES (NORMAL)

FOOD SUPPLY REQUISITION (STAGE 1)

1A — TO FOOD SERVICE FINANCIAL MGT. SHEET 1

LAST DOCUMENT

END

MORE DOCUMENTS TO PROCESS

1A — TO SHEET 1

EXTENDED RECIPES

EXTENDED RECIPE FILE

FILE RECIPE

RECIPE FILE

REVIEW PRODUCTION SCHEDULES

MENU ITEM PRODUCTION QUANTITIES HAVE BEEN ADJUSTED TO PRODUCTION CYCLE REQUIREMENTS AND ESTABLISHED MIN/MAX BATCH

PS FOR ALL PRODUCTION DAYS COVERED BY PRESENT PROCUREMENT PERIOD

2C

COLLECT RECIPES

ALL RECIPES (FOR THIS SET OF PRODUCTION SCHEDULES) WHICH CONTAIN INGREDIENTS BEING PROCURED AT THIS TIME

RECIPE IS AVAILABLE FOR DESIRED PROD. QUAN.

RECIPE FOR DESIRED PRODUCTION QUAN. IS NOT AVAILABLE

EXTEND RECIPE

COLLECTION PROCESS IS NOT COMPLETE

2C

ALL RECIPES FOR DESIRED PROD. QUAN. HAVE BEEN COLLECTED

COMPUTE TOTAL QUAN. REQUIRED

FOR THE PROCUREMENT PERIOD, OF EACH ING. BEING PROCURED AT THIS TIME, QTY. FOR EACH DAY AND THE CUMULATIVE QTY.

TOTAL INGREDIENT REQUIREMENTS LIST

2D

COMPARE LIST WITH INVENTORY DATA

INVENTORY DATA RAW INGREDIENTS

INVENTORY FILE

3A — TO SHEET 3

EXPENDABLE SUPPLY REQUISITION (STAGE 1)

EXPENDABLE SUPPLIES

INVEN FILE

2E

INVENTORY DATA FOR EXPENDABLE SUPPLIES INCLUDES:
a) EXPENDABLE SUPPLIES ON HAND
b) DUE-IN
c) ESTABLISHED STOCK LEVELS

COMPARE INVEN. DATA WITH ESTABLISHED STOCK LEVELS

INVENTORY DATA EXPENDABLE SUPPLIES

INVENTORY IS EQUAL TO OR ABOVE STOCK LEVEL

INVENTORY IS BELOW STOCK LEVEL

2F

NOTE REQUIREMENT

NO ADJUSTMENT REQUIRED

ESTABLISHED STOCK LEVEL NEEDS ADJUSTMENT

MORE ITEMS

2E

LAST ITEM

ADJUST STOCK LEVEL

CONVERT TO PURCHASE UNITS

1A — TO FOOD SERVICE FINANCIAL MGT. SHEET 1

PREPARE REQUISITION ASSIGN CONT. # AND UPDATE INVENTORY

INVENTORY IS UPDATED WITH AMT DUE-IN

MORE DOCUMENTS TO PROCESS

LAST DOCUMENT TO PROCESS

END

1A — TO SHEET 1

INVENTORY DATA (RAW INGREDIENT) INCLUDES:
a) AMOUNT OF EACH INGREDIENT ON HAND
b) AMOUNT DUE IN (OUTSTANDING REQUISITIONS)
c) AMOUNT SCHEDULED FOR ISSUE ON THOSE PRODUCTION DAYS COVERED BY PREVIOUS PROCUREMENT PERIOD
d) AMOUNT OF EACH INGREDIENT AVAILABLE FOR ISSUE ON PRODUCTION DAYS COVERED BY PRESENT PROCUREMENT PERIOD (NET AMOUNT ON HAND)
ON HAND + DUE IN-DUE FOR ISSUE = NET AMOUNT ON HAND
e) NET AMOUNT ON HAND CAN BE POSITIVE OR NEGATIVE AND IS DUE TO ADJUSTED RE-QUIREMENTS
f) END SUPPLY DATE-DATE THROUGH WHICH SUPPLIES WILL LAST

98

INVENTORY DATA (RAW INGREDIENT) INCLUDES:

a) AMOUNT OF EACH INGREDIENT ON HAND
b) AMOUNT DUE IN (OUTSTANDING REQUISITIONS)
c) AMOUNT SCHEDULED FOR ISSUE ON THOSE PRODUCTION DAYS COVERED BY PREVIOUS PROCUREMENT PERIOD
d) AMOUNT OF EACH INGREDIENT AVAILABLE FOR ISSUE ON PRODUCTION DAYS COVERED BY PRESENT PROCUREMENT PERIOD (NET AMOUNT ON HAND)
ON HAND - DUE IN DUE FOR ISSUE = NET AMOUNT ON HAND
e) NET AMOUNT ON HAND CAN BE POSITIVE OR NEGATIVE AND IS DUE TO ADJUSTED RE-QUIREMENTS
f) END SUPPLY DATE-DATE THROUGH WHICH SUPPLIES WILL LAST

INVENTORY FILE

INVENTORY DATA-RAW INGREDIENTS

2B

FOOD SUPPLIES (EMERGENCY)

PREPARE REQUISITION & ASSIGN CONTROL NUMBER

AND UPDATE INVENTORY WITH AMOUNT DUE-IN

TO FOOD SERVICE FINANCIAL MGT. SHEET 1

1A

FOOD SUPPLY REQUISITION (STAGE 1)

MORE DOCUMENTS TO PROCESS

1A
TO SHEET 1

LAST DOCUMENT

END

EXTENDED RECIPES

EXTENDED RECIPE FILE

FILE RECIPE

RECIPE FILE

2A
FROM SHEET 1

FOOD SUPPLIES (NORMAL)

REVIEW PRODUCTION SCHEDULES

2C

PS FOR ALL PRODUCTION DAYS COVERED BY PRESENT PROCUREMENT PERIOD

MENU ITEM PRODUCTION QUANTITIES HAVE BEEN ADJUSTED TO PRODUCTION CYCLE REQUIREMENTS AND ESTABLISHED MIN/MAX BATCH

COLLECT RECIPES

2C

ALL RECIPES (FOR THIS SET OF PRODUCTION SCHEDULES) WHICH CONTAIN INGREDIENTS BEING PROCURED AT THIS TIME

RECIPE IS AVAILABLE FOR DESIRED PROD. QUAN.

RECIPE FOR DESIRED PRODUCTION QUAN. IS NOT AVAILABLE

EXTEND RECIPE

COLLECTION PROCESS IS NOT COMPLETE

2C

ALL RECIPES FOR DESIRED PROD. QUAN. HAVE BEEN COLLECTED

COMPUTE TOTAL QUAN. REQUIRED

2D

FOR THE PROCUREMENT PERIOD, OF EACH ING. BEING PROCURED AT THIS TIME. QTY. FOR EACH DAY AND THE CUMULATIVE QTY.

TOTAL INGREDIENT REQUIREMENTS LIST

COMPARE LIST WITH INVENTORY DATA

3A
TO SHEET 3

INVENTORY DATA RAW INGREDIENTS

INVENTORY FILE

EXPENDABLE SUPPLY REQUISITION (STAGE 1)

EXPENDABLE SUPPLIES

INVEN. FILE

2E

COMPARE INVEN. DATA WITH ESTABLISHED STOCK LEVELS

INVENTORY DATA FOR EXPENDABLE SUPPLIES INCLUDES:
a) EXPENDABLE SUPPLIES ON HAND
b) DUE-IN
c) ESTABLISHED STOCK LEVELS

INVENTORY DATA EXPENDABLE SUPPLIES

2F

NOTE REQUIREMENT

INVENTORY IS BELOW STOCK LEVEL

INVENTORY IS EQUAL TO OR ABOVE STOCK LEVEL

ESTABLISHED STOCK LEVEL NEEDS ADJUSTMENT

NO ADJUSTMENT REQUIRED

ADJUST STOCK LEVEL

TO FOOD SERVICE FINANCIAL MGT. SHEET 1

1A

CONVERT TO PURCHASE UNITS

LAST ITEM

MORE ITEMS

2E

END

PREPARE REQUISITION ASSIGN CONT. # AND UPDATE INVENTORY

INVENTORY IS UPDATED WITH AMT DUE-IN

1A

INVENTORY FILE

LAST DOCUMENT TO PROCESS

MORE DOCUMENTS TO PROCESS

1A
TO SHEET 1

99

FOOD SERVICE
INVENTORY CONTROL
SHEET 3 OF 10   17 MAR 75

NET REQUIREMENTS
= TOTAL REQUIREMENTS-
NET AMOUNT OF HAND

FINANCIAL WILL
COST REQUISITION
AND RELEASE TO
COMMISSARY.

FROM
SHEET 2

3A

NET AMOUNT
ON HAND < TOTAL
REQUIREMENTS
LIST

NOTE
NET RE-
QUIREMENT

MORE ITEMS
ON LIST

TO
SHEET 2

2D

NET AMOUNT
ON HAND = OR >
TOTAL
REQUIREMENTS
LIST

END OF
LIST

CONVERT NET
REQ. TO PURCHASE
UNITS

PREPARE
REQUISITION AND
ASSIGN CONTROL
NUMBER

UPDATE
INVENTORY
DATA
WITH TOTAL
REQUIREMENTS

FOOD SUPPLY
REQUISITION
(STAGE 1)

TO FOOD SERVICE
FINANCIAL MGT.
SHEET 1

1A

UPDATED
INVENTORY
DATA

INVENTORY
FILE

LAST DOCUMENT

END

MORE
DOCUMENTS
TO PROCESS

1A   TO SHEET 1

AND UPDATE
INVENTORY WITH
AMOUNT DUE-IN

THIS CREATES
THE AMOUNT
SCHEDULED FOR
ISSUE ON THE
INVENTORY FILE

100

FOOD SERVICE
INVENTORY CONTROL
SHEET 4 OF 10   17 MAR 75

101

5C FROM SHEET 4 → VERIFY AMOUNT RECEIVED

WITH AMOUNT ON FOOD SUPPLY REQUISITION AS ISSUED

AMOUNT RECEIVED DOES NOT EQUAL AMOUNT ON REQUISITION → NOTIFY SOURCE

AMOUNT RECEIVED EQUALS AMOUNT ON REQUISITION

WRITE IN AMOUNT RECEIVED ON REQUISITION

LAST ITEM ON LIST

MORE ITEMS ON LIST → 5C

5D

COMPARE REQUISITION WITH AMOUNT DUE-IN → 6A TO SHEET 6

INVENTORY DATA

INVENTORY FILE

5A FROM SHEET 4

LAST DOCUMENT → END

MORE DOCUMENTS TO BE PROCESSED → 1A TO SHEET 1

FROM SHEET 4 5B → VERIFY AMOUNT RECEIVED

WITH AMOUNT SHOWN ON LIST AS "ISSUED"

AMOUNT RECEIVED DOES NOT EQUAL AMOUNT SHOWN ON LIST AS "ISSUED" → NOTIFY SOURCE

AMOUNT RECEIVED EQUALS AMOUNT SHOWN ON LIST AS "ISSUED"

WRITE IN AMOUNT RECEIVED ON LIST

LAST ITEM ON LIST

MORE ITEMS ON LIST → 5B

STORE ITEMS

REVIEW AUTOMATIC RE-SUPPLY LEVELS

ADJUSTMENT REQUIRED

NO ADJUSTMENT REQUIRED

ADJUST AUTOMATIC RE-SUPPLY LEVELS

AUTOMATIC RE-SUPPLY LEVELS ADJUSTMENTS → TO LOGISTICS

RELEASE LIST TO FINANCIAL MGT.

AUTOMATIC RE-SUPPLY RECEIPTS LIST → 1A TO FOOD SERVICE FINANCIAL MGT. SHEET 1

NOT LAST DOCUMENT TO PROCESS → 1A TO SHEET 1

LAST DOCUMENT TO PROCESS → END

FOOD SERVICE
INVENTORY CONTROL
SHEET 5 OF 10   17 MAR 75

102

6A FROM SHEET 5

AMOUNT ON REQUISITION IS LESS THAN AMOUNT DUE-IN

EMERGENCY PROCUREMENT REQUIRED

2B TO SHEET 2

NO EMERGENCY PROCUREMENT REQUIRED

6B

AMOUNT ON REQUISITION IS EQUAL TO AMOUNT DUE-IN

LAST ITEM ON LIST

STORE ITEMS

UPDATE INVENTORY DATA WITH AMOUNT RECEIVED

UPDATED INVENTORY DATA

INVENTORY FILE

RELEASE REQUISITION

FOOD SUPPLY REQUISITION (STAGE 4)

1A TO FOOD SERVICE FINANCIAL MGT. SHEET 1

LAST DOCUMENT TO PROCESS

END

MORE DOCUMENTS TO PROCESS

1A TO SHEET 1

6B

MORE ITEMS ON LIST

5D TO SHEET 5

AMOUNT ON REQUISITION IS MORE THAN DUE-IN

EXCESS CAN BE ACCEPTED

EXCESS MUST BE SENT BACK TO PURCHASE SOURCE

PREPARE TURN-IN

FOOD SUPPLY TURN-IN

1A TO FOOD SERVICE FINANCIAL MGT SHEET 1

ADJUST COMMISSARY REQUISITION

WITH AMOUNT TO BE TURNED IN

6B

103

8A
FROM SHEET 1

REVIEW ISSUE DOCUMENTS & ASSIGN CONTROL NUMBER

WITHDRAWAL LISTS

SINCE REQUESTING AREA CHECKS INVENTORY FILE PRIOR TO SUBMITTING WITHDRAWAL LIST, THIS ONLY OCCURS WHEN AN ERROR EXISTS IN THE INVENTORY FILE

REQUESTED ITEM IS NOT AVAILABLE FOR ISSUE IN REQUESTED QUANTITY

NOTIFY REQUESTING AREA

NOTIFICATION OF NON-AVAILABILITY

TO FOOD SERVICE REQUESTING AREA (MIP,PTA,DRS)

ADJUST INVENTORY DATA

INVENTORY DATA

INVENTORY FILE

WRITE IN AMOUNT BEING ISSUED

REQUESTED ITEM IS AVAILABLE FOR ISSUE

MORE ITEMS ON LIST

8A

PTA/DRS AND EXPENDABLE LIST ARE IN STAGE 2 MIP WITHDRAWAL LIST IS IN STAGE 5

TO FOOD SERVICE REQUESTING AREA
MIP-12B
PTA-8B
DRS-8B

WITHDRAWAL LISTS

LAST ITEM ON LIST

ATTACH LABELS AND ISSUE ITEMS AND UPDATE INVENTORY

INVENTORY DATA

INVENTORY FILE

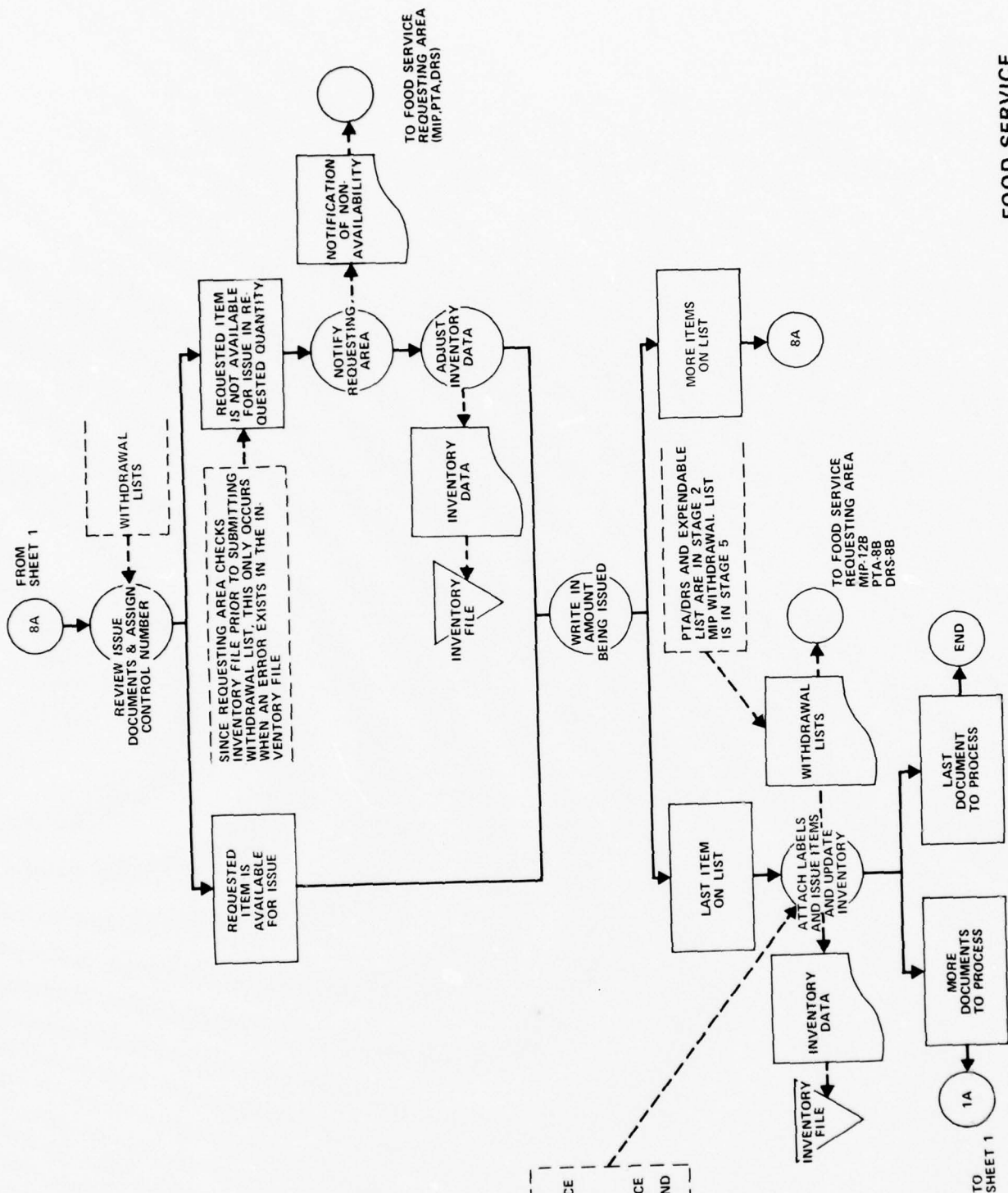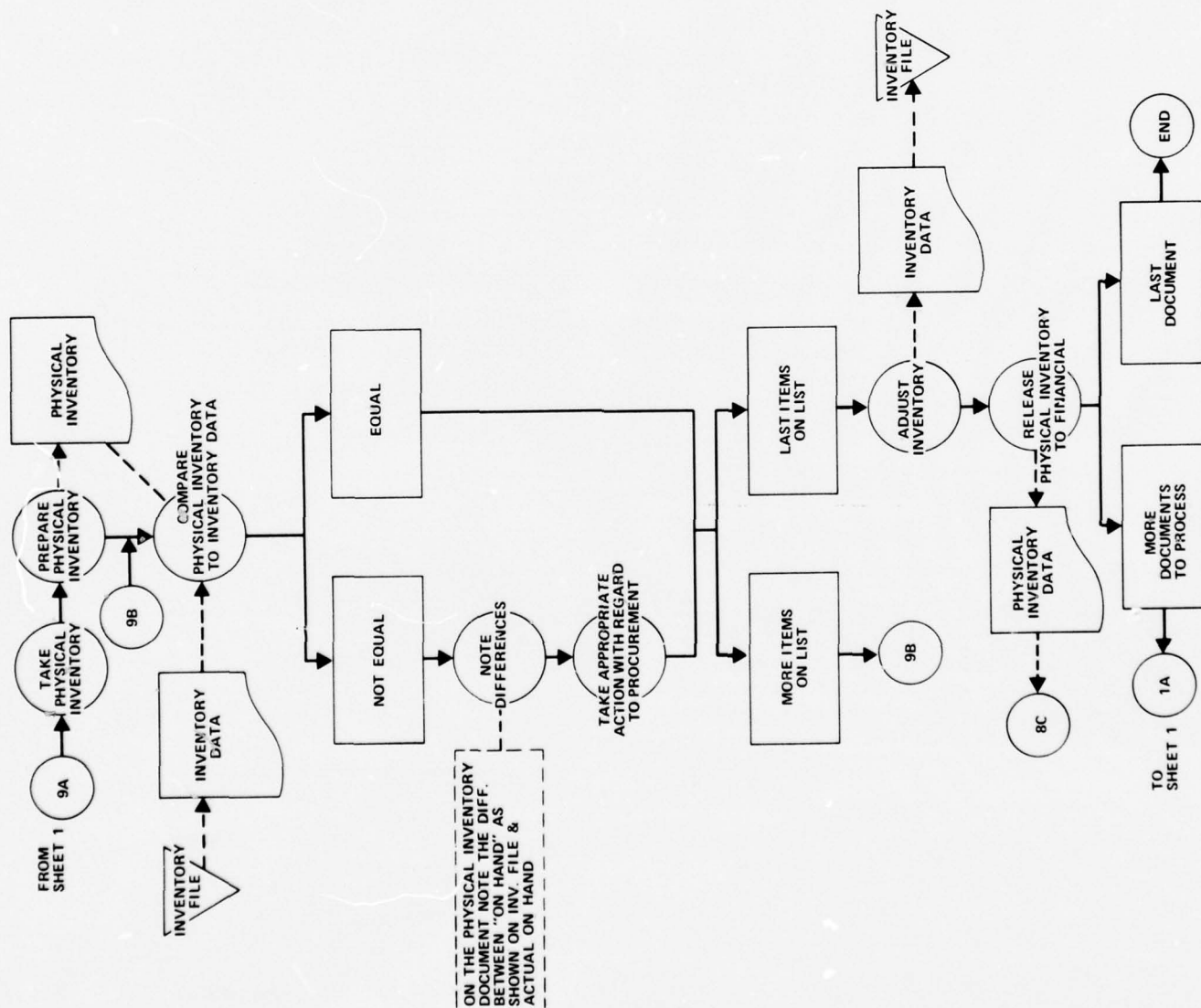LAST DOCUMENT TO PROCESS

END

MORE DOCUMENTS TO PROCESS

1A
TO SHEET 1

1) IF THE AMOUNT BEING ISSUED IS < THE AMOUNT SCHEDULED FOR ISSUE, THEN THE DIFFERENCE IS ADDED TO "NET AMOUNT ON HAND".

2) IF THE AMOUNT BEING ISSUED IS > THE AMOUNT SCHEDULED FOR ISSUE, THEN THE DIFFERENCE IS SUBTRACTED FROM THE "NET AMOUNT ON HAND" AND THE "END SUPPLY DATE" IS UPDATED.

105

FROM
SHEET 1

9A

TAKE
PHYSICAL
INVENTORY

PREPARE
PHYSICAL
INVENTORY

PHYSICAL
INVENTORY

9B

COMPARE
PHYSICAL INVENTORY
TO INVENTORY DATA

INVENTORY
FILE

INVENTORY
DATA

EQUAL

NOT EQUAL

NOTE
DIFFERENCES

TAKE APPROPRIATE
ACTION WITH REGARD
TO PROCUREMENT

ON THE PHYSICAL INVENTORY
DOCUMENT NOTE THE DIFF.
BETWEEN "ON HAND" AS
SHOWN ON INV. FILE &
ACTUAL ON HAND

LAST ITEMS
ON LIST

MORE ITEMS
ON LIST

9B

ADJUST
INVENTORY

INVENTORY
DATA

INVENTORY
FILE

RELEASE
PHYSICAL INVENTORY
TO FINANCIAL

PHYSICAL
INVENTORY
DATA

8C

LAST
DOCUMENT

MORE
DOCUMENTS
TO PROCESS

END

1A

TO
SHEET 1 75

106

FOOD SERVICE
INVENTORY CONTROL
SHEET 10 OF 10   17 MAR 75

ADJUSTMENTS MAY BE DUE TO:
1) ERROR FOUND IN INVENTORY DATA
2) AN ITEM BEING DISCARDED BECAUSE
   OF SPOILAGE

107

FOOD SERVICE
MENU ITEM PREPARATION
SHEET 1 OF 14   22 FEB 75

108

109

FROM SHEET 1

2A

REVIEW PS AND FILE RECIPES FOR T + N

FILE RECIPE IS FOR NEEDED PRODUCTION/BATCH QUANTITY

FILE RECIPE NOT FOR NEEDED PRODUCTION/BATCH QUANTITY

EXTEND RECIPE

EXTENDED RECIPES FOR T + N

PRODUCTION WORK FILE

MORE T + N RECIPES TO CHECK

2A

LAST T + N RECIPE

2B

REVIEW PS AND EXTENDED RECIPES FOR T + 1 THRU T + N-1

EXTENDED ON PREVIOUS DAYS

PRODUCTION QUANTITY CHANGED

3A

TO SHEET 3

PRODUCTION QUANTITY NOT CHANGED

EXTENDED RECIPES

LAST RECIPE IN THIS GROUP

3B

TO SHEET 3

NOT LAST RECIPE IN THIS GROUP

2B

FROM SHEET 2

3A

FILE RECIPE NOT FOR NEEDED PRODUCTION/ BATCH QUANTITY

FILE RECIPE IS FOR NEEDED PRODUCTION/ BATCH QUANTITY

RE-EXTEND RECIPE

DELETE PREVIOUS EXTENSION

THIS COULD ALSO OCCUR IF THE RECIPE WAS NO LONGER NEEDED

RECORD INGREDIENT OVERAGE/ SHORTAGE

EXTENDED RECIPES

RAW INGREDIENT OVERAGE/ SHORTAGE LIST

NO LONGER NEEDED RECIPES

PRODUCTION WORK FILE

4D

TO SHEET 4

FILE 13

NOT LAST RECIPE IN THIS GROUP

2B

TO SHEET 2

LAST RECIPE IN THIS GROUP

3B

REVIEW FILE RECIPES FOR T + 1 THRU T + N-1

RECIPES IN ADDITION TO THOSE PREVIOUSLY EXTENDED WHICH NOW NEED ATTENTION

FILE RECIPE NOT FOR NEEDED PRODUCTION/ BATCH QUANTITY

FILE RECIPE IS FOR NEEDED PRODUCTION/ BATCH QUANTITY

EXTEND RECIPE

EXTENDED RECIPES FOR T + 1 THRU T + N-1

PRODUCTION WORK FILE

4A

TO SHEET 4

110

111

FROM SHEET 4

5A → REVIEW LIST

RAW INGREDIENT OVERAGE/SHORTAGE LIST

7C
TO SHEET 7

OVERAGE PROVIDES EXCESS EARLY INGREDIENTS

SHORTAGE REQUIRES ADDITIONAL EARLY INGREDIENTS

ARRANGE FOR ISSUE

ALL SHORTAGES TAKEN CARE OF

MORE SHORTAGES ON LIST

5A

RAW INGREDIENT OVERAGE/SHORTAGE LIST

IF PREPARATION OF THIS LIST WAS NOT REQUIRED, THIS STEP IS NOT REQUIRED

FROM SHEET 4

5B

MORE OF INGREDIENTS ALREADY ISSUED

REVIEW FILE RECIPES FOR T

5C

ALL RECIPES NOT PREVIOUSLY EXTENDED

FILE RECIPE NOT FOR NEEDED PRODUCTION/BATCH QUANTITY

FILE RECIPE IS FOR NEEDED PRODUCTION/BATCH QUANTITY

EXTEND RECIPE

EXTENDED RECIPES

PRODUCTION WORK FILE

LAST RECIPE IN GROUP

6A
TO SHEET 6

NOT LAST RECIPE IN GROUP

5C

112

FROM SHEET 5

6A

PRODUCTION WORK FILE

EXTENDED RECIPES

INGREDIENTS ISSUED ON PREVIOUS DAYS ARE SO MARKED ON THE RECIPES

REVIEW EXTENDED RECIPES

EACH INGREDIENT LISTED ON EACH RECIPE IS REVIEWED

INGREDIENT ALREADY ISSUED

INGREDIENT NOT ALREADY ISSUED

6B

LAST INGREDIENT ON LAST RECIPE

7A

NOT LAST INGREDIENT ON LAST RECIPE

6A

TO SHEET 7

TALLY INGREDIENT AND/OR QUAN. NEEDED

RECIPE IN T GROUP

RECIPE IN T + 1 THRU T + N GROUP

CHECK OFF INGRED. ON RECIPE

6B

TO INDICATE ON SUCCEEDING DAYS THAT IT HAS BEEN TAKEN CARE OF

RAW INGREDIENT WITHDRAWAL LIST · (REF 1)

7B

TO SHEET 7

1 13

7A — FROM SHEET 6

ADD UP QUANTITY OF EACH INGRED. NEEDED

REVIEW LIST

7D

RAW INGREDIENT WITHDRAWAL LIST (REF 1)

7B — FROM SHEET 6

RAW INGREDIENT OVERAGE/ SHORTAGE LIST

7C — FROM SHEET 5

IF THIS LIST WAS NOT PREPARED, THIS REVIEW IS NOT REQUIRED

LIST CONTAINS SHORTAGES ONLY

7E

LIST CONTAINS OVERAGES

RAW INGREDIENT OVERAGE/ SHORTAGE LIST

FILE 13

INGREDIENT DOES NOT APPEAR ON WITHDRAWAL LIST BEING PREPARED

INGREDIENT APPEARS ON RAW INGREDIENT WITH-DRAWAL LIST BEING PREPARED

DISPOSE OF EXCESS

EXCESS GREATER THAN AMOUNT NEEDED

EXCESS LESS THAN OR EQUAL TO AMOUNT NEEDED

MORE OVERAGES ON LIST

7D

ADJUST QUAN. TO BE ISSUED ON WITH-DRAWAL LIST

ALL OVERAGES TAKEN CARE OF

7E

CONVERT TOTALS TO ISSUE QUAN-TITIES

8A — TO SHEET 8

INVENTORY DATA

INVENTORY FILE

RAW INGREDIENT WITHDRAWAL LIST (REF 2)

14A — TO SHEET 14

1 14

FOOD SERVICE
MENU ITEM PREPARATION
SHEET 8 OF 14   22 FEB 75

115

FROM SHEET 8

9A

REVIEW EXTENDED RECIPES

RECIPE TO GO TO INGREDIENT ROOM

RECIPE NOT NEEDED IN INGRED. ROOM

NO INGREDIENTS NEED PROCESSING THAT DAY OR ONLY INGREDIENTS FOR THAWING BEING ISSUED

EXTENDED RECIPE

PRODUCTION WORK FILE

NOT LAST RECIPE

9A

9B

LAST RECIPE

TO SHEET 11

11A

EXTENDED RECIPE ALSO NEEDED SOME OTHER DAY

DUPLICATE RECIPE

EXTENDED RECIPE DUPLICATE

SOME COMBINING OF INGREDIENTS

RECIPE DOES REQUIRE INGREDIENT ROOM PRODUCTION

ADD TO INGRED. RM. PRODUC-TION WORKSHEET

INGRED. ROOM PRODUCTION WORKSHEET

INGRED. RM. WORK FILE

10A

TO SHEET 10

DAY T THE LAST/ ONLY DAY THIS EXTENDED RECIPE NEEDED

RECIPE REQUIRES NO INGREDIENT ROOM PRODUCTION

WEIGHING, MEASURING, ETC ONLY

10A

TO SHEET 10

1 16

FOOD SERVICE
MENU ITEM PREPARATION
SHEET 10 OF 14   22 FEB 75

FOOD SERVICE
MENU ITEM PREPARATION
SHEET 11 OF 14   22 FEB 75

1 18

1 19

FOOD SERVICE
MENU ITEM PREPARATION
SHEET 13 OF 14 22 FEB 75

120

121

SD = SERVICE DAY

DATA ORIGINALLY
GENERATED 3-6
MOS PRIOR

DONE ON SD 2
REVIEW CENSUS FORECAST
& TRAY SERVICE QUANTITY
REQUIREMENTS LIST

DATA GENERATED
CLOSER TO SD

THIS LIST IS GENERATED BY MIPS AND
INCLUDES: ITEMS FOR PTA ON THE SD,
THE QUANTITIES OF EACH, THE LOCA-
TION AND THE WITHDRAWAL LIST
WHICH IS TO BE USED TO WITHDRAW
THE ITEM.

CENSUS
FILE

CENSUS
FILE

SERVICE
REQUIREMENTS
FILE

CENSUS
DATA
FOR SD

CURRENT
CEN DATA
FOR SD

TRAY SERV
QTY REQMNTS
LIST

REVIEW
DOCU-
MENTS

NO CHANGES
REQUIRED

CURRENT
CENSUS DATA
NECESSITATES
CHANGE

MENU
FILE

MASTER
MENUS FOR
TRAY SERV

COMPUTE
NEW QTY
REQUIRED
& ADJUST
LIST

TRAY SERVICE
QUANTITY
REQUIREMENT
LIST

PLACE
CENSUS
DATA IN
FILE

TRAY SVC
SUPV FILE

CENSUS DATA

1B

INVEN
FILE

INVENTORY
DATA

REVIEW
REQMNT FOR
48 HR W/DRAWALS
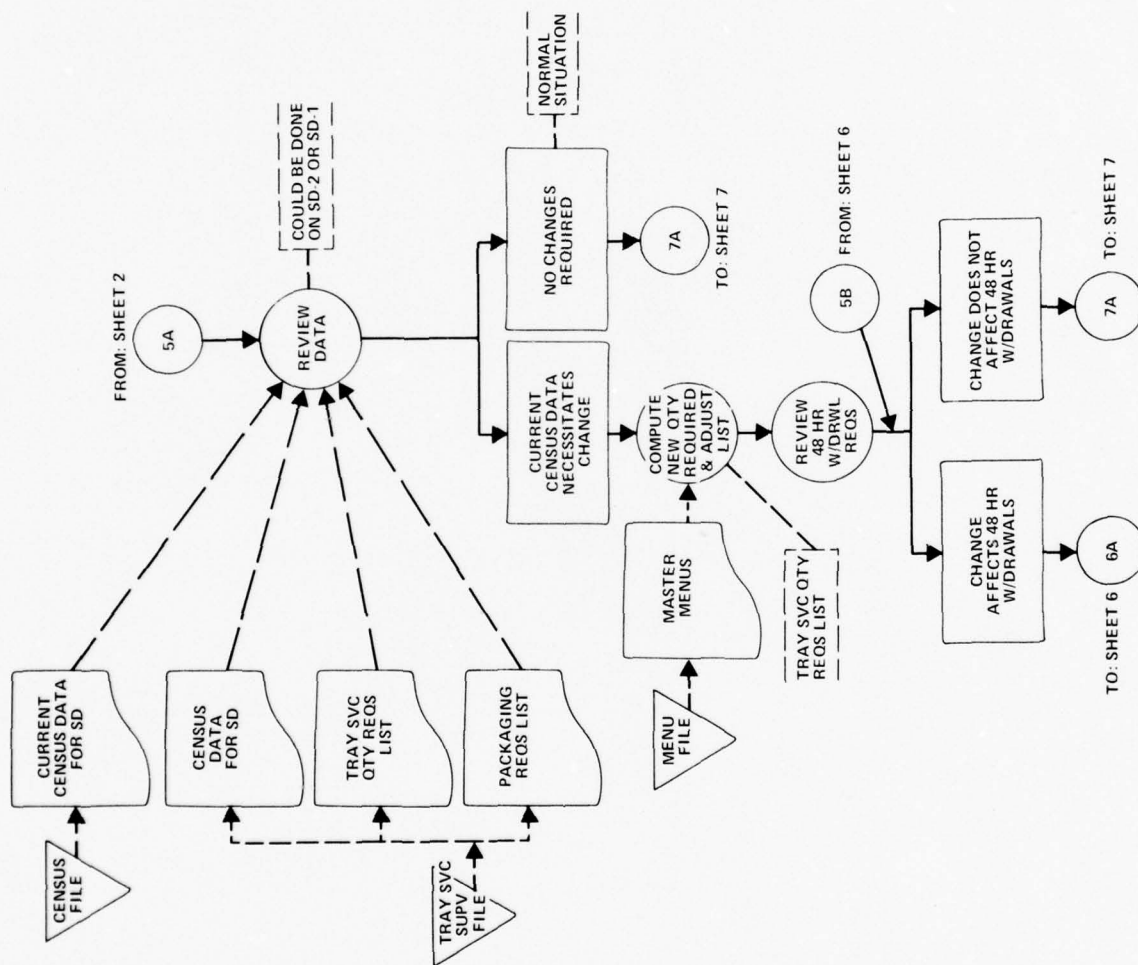
FROZEN MENU ITEMS
REQUIRING 48 HRS
TO THAW

2A

TO: SHEET 2

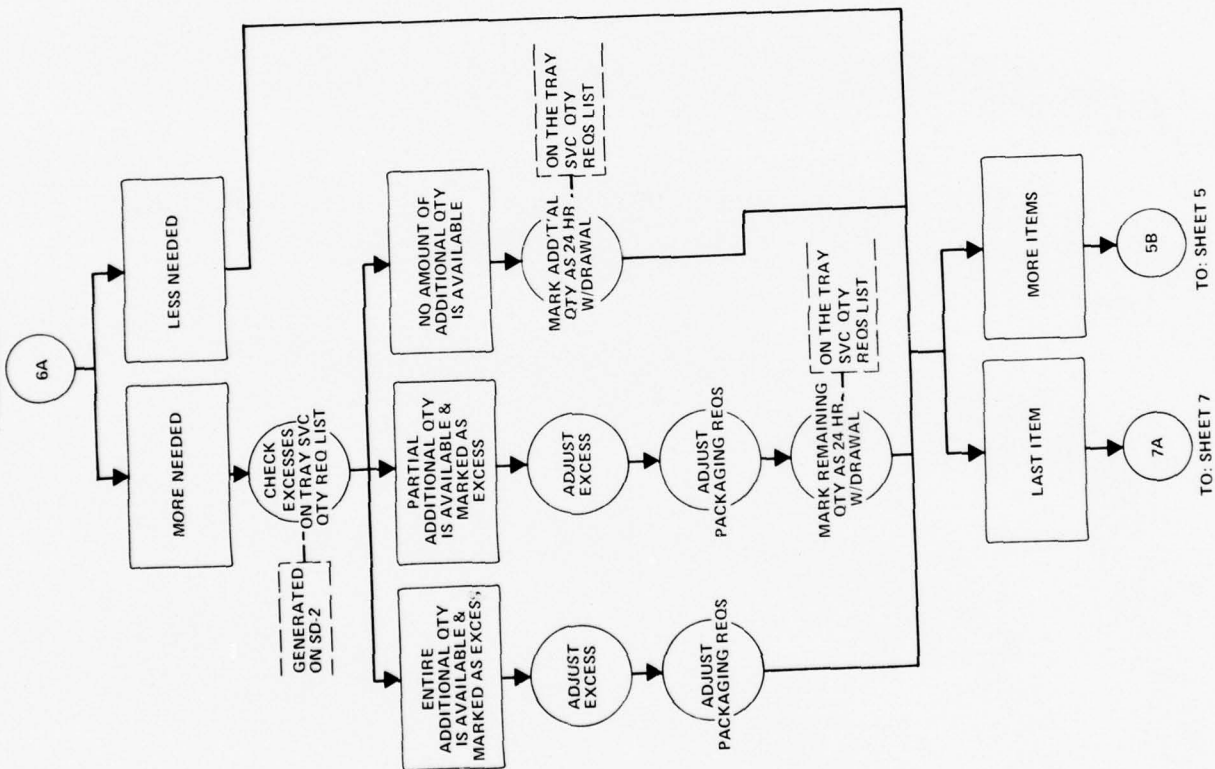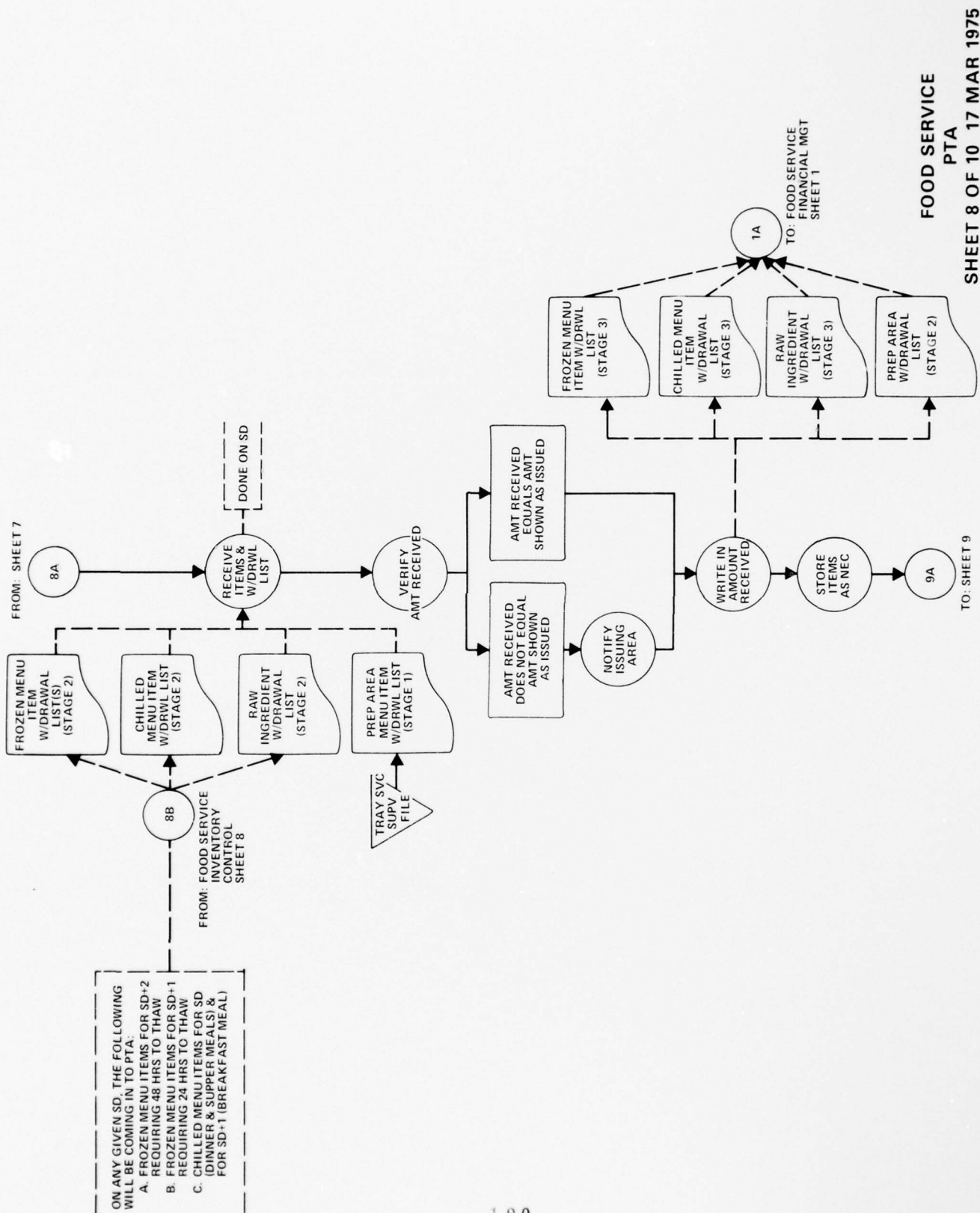FOOD SERVICE
PATIENT TRAY ASSEMBLY
SHEET 1 OF 10 17 MAR 1975

122

FOOD SERVICE
PTA
SHEET 2 OF 10   17 MAR 75

FROM: SHEET 2

3A

NOTIFY MIPS

Δt

PRODUCTION SCHEDULE NOT CHANGED

4A

TO: SHEET 4

PRODUCTION SCHEDULE CHANGED

ADJUST TRAY SVC QTY REQ LIST

3B

TO SHOW WHICH W/DRAWAL LIST IS TO BE USED

DAY IS SD-1

7B

TO: SHEET 7

DAY IS SD-2

2B

TO: SHEET 2

FROM: SHEET 3

4A

ITEM NOT
AVAILABLE IN
ANY QUANTITY

PARTIAL
QUANTITY
IS AVAILABLE

PARTIAL ISSUE
NOT TO BE MADE

PARTIAL ISSUE
IS TO BE MADE

INDICATE
QTY TO
BE
W/DRAWN

ON THE TRAY SVC
QTY REQUIREMENTS
LIST

REMOVE ITEM
FROM TRAY SVC
QTY REQ LIST

INITIATE
MENU
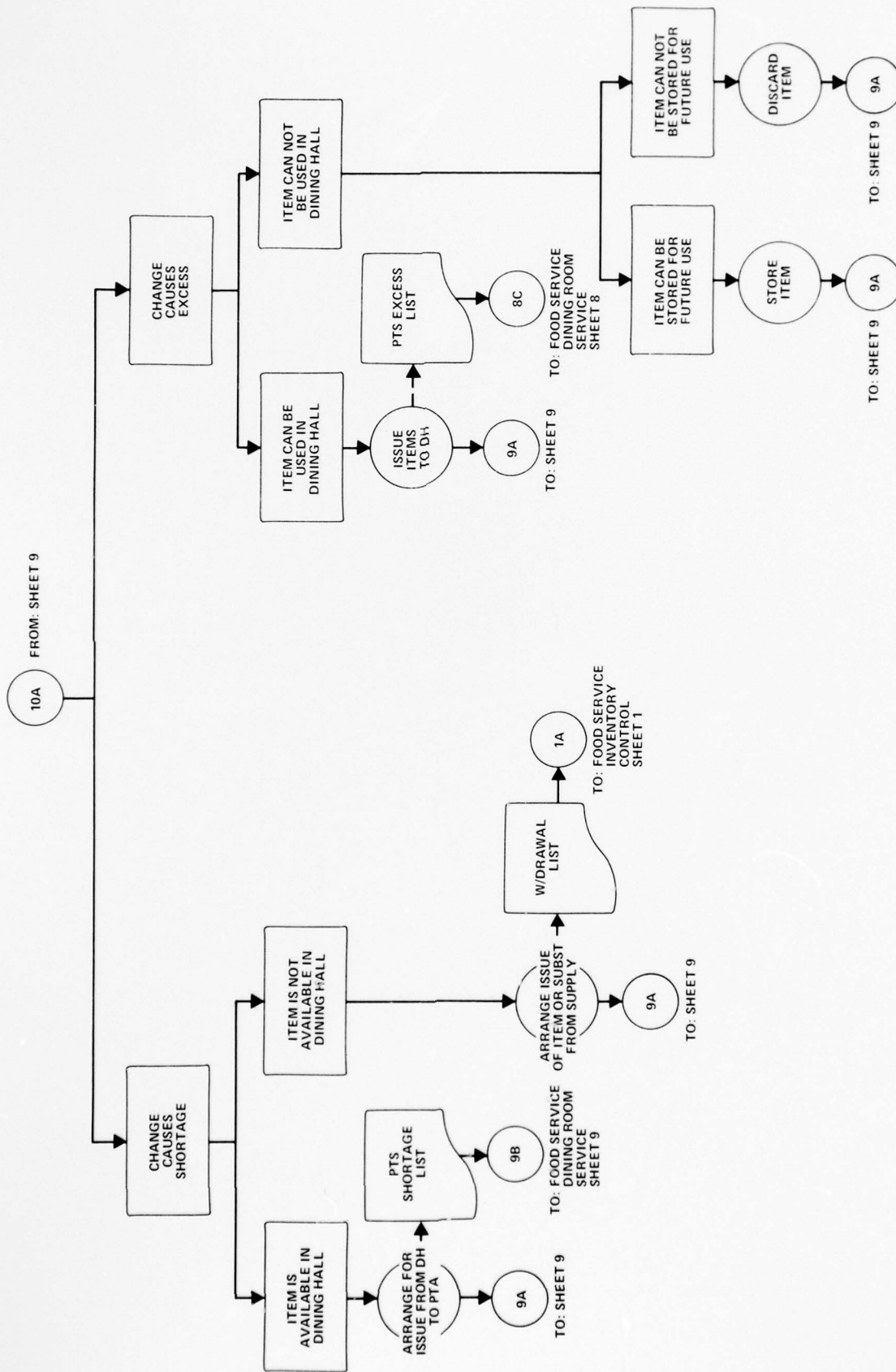CHANGE
PROCE-
DURES

IF APPROPRIATE,
INDICATE PARTIAL
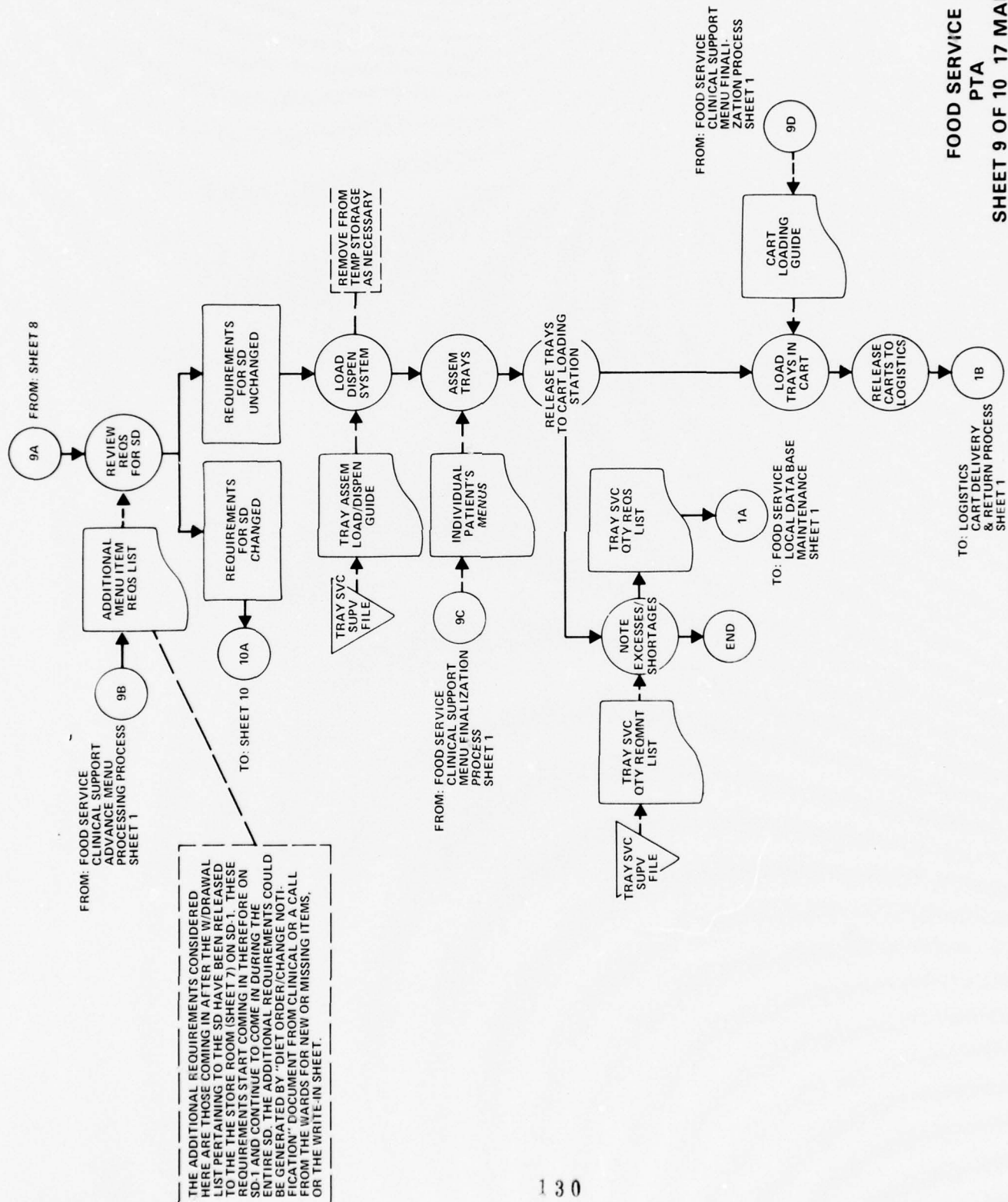QUANTITY IS
BEING W/DRAWN

3B

TO: SHEET 3

FOOD SERVICE
PTA
SHEET 5 OF 10 17 MAR 1975

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FOOD SERVICE
PTA
SHEET 6 OF 10 17 MAR 1975

FROM: SHEET 5

6A

MORE NEEDED

LESS NEEDED

CHECK EXCESSES ON TRAY SVC QTY REQ LIST

GENERATED ON SD-2

ENTIRE ADDITIONAL QTY IS AVAILABLE & MARKED AS EXCESS

PARTIAL ADDITIONAL QTY IS AVAILABLE & MARKED AS EXCESS

NO AMOUNT OF ADDITIONAL QTY IS AVAILABLE

ADJUST EXCESS

ADJUST EXCESS

ADJUST PACKAGING REQS

ADJUST PACKAGING REQS

MARK ADD'T'AL QTY AS 24 HR W/DRAWAL ON THE TRAY SVC QTY REQS LIST

MARK REMAINING QTY AS 24 HR W/DRAWAL ON THE TRAY SVC QTY REQS LIST

MORE ITEMS

LAST ITEM

5B

7A

TO: SHEET 5

TO: SHEET 7

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FOOD SERVICE
PTA
SHEET 7 OF 10
17 MAR 1975

FOOD SERVICE
PTA
SHEET 8 OF 10 17 MAR 1975

129

FOOD SERVICE
PTA
SHEET 10 OF 10 17 MAR 1975

FROM: SHEET 9

CHANGE
CAUSES
EXCESS

ITEM CAN NOT
BE USED IN
DINING HALL

ITEM CAN BE
USED IN
DINING HALL

PTS EXCESS
LIST

ISSUE
ITEMS
TO DH

9A

TO: SHEET 9

8C

TO: FOOD SERVICE
DINING ROOM
SERVICE
SHEET 8

ITEM CAN NOT
BE STORED FOR
FUTURE USE

ITEM CAN BE
STORED FOR
FUTURE USE

DISCARD
ITEM

STORE
ITEM

9A

TO: SHEET 9

9A

TO: SHEET 9

10A

CHANGE
CAUSES
SHORTAGE

ITEM IS NOT
AVAILABLE IN
DINING HALL

ITEM IS
AVAILABLE IN
DINING HALL

ARRANGE ISSUE
OF ITEM OR SUBST
FROM SUPPLY

ARRANGE FOR
ISSUE FROM DH
TO PTA

W/DRAWAL
LIST

PTS
SHORTAGE
LIST

1A

TO: FOOD SERVICE
INVENTORY
CONTROL
SHEET 1

9A

TO: SHEET 9

9B

TO: FOOD SERVICE
DINING ROOM
SERVICE
SHEET 9

9A

TO: SHEET 9

131

FOOD SERVICE
PTA
SHEET 9 OF 10 17 MAR 1975

DATA ORIGINALLY
GENERATED
3-6 MOS. PRIOR

DONE ON SD-2
REVIEW CENSUS
FORECAST & TRAY
SERVICE QUANTITY
REQUIREMENTS LIST

REVIEW
DOCUMENTS

NO CHANGE
REQUIRED

DRS SUPY.
FILE

FROZEN MENU
ITEMS REQUIRING
48 HRS. TO THAW

CENSUS DATA
FOR SD

CURRENT
CENSUS DATA
FOR SD

NOTE 1

DINING ROOM
SERVICE QTY.
REQUIREMENTS
LIST

CENSUS FILE

CENSUS FILE

DATA
GENERATED
CLOSER TO
SD

CURRENT
CENSUS DATA
NECESSITATES
CHANGE

DRS QTY.
REQUIREMENT
LIST

CENSUS
DATA

REVIEW
REQUIREMENT
FOR 48 HR
WITHDRAWALS

2A   TO SHEET 2

1B

COMPUTE
NEW QTY.
REQUIRED
AND ADJUST LIST

PLACE
CENSUS DATA
IN FILE

MASTER
MENUS FOR
DRS

MENU
FILE

INVENTORY
DATA

INVENTORY
FILE

THIS LIST INCLUDES ALL
ITEMS FOR DRS ON THE SD,
THE QUANTITIES OF EACH,
THE LOCATION AND THE
WITHDRAWAL LIST WHICH IS
TO BE USED TO WITHDRAW THE
ITEM

SERVICE
REQUIREMENTS
FILE

132

2A FROM SHEET 1

NEEDED ITEM NOT ON HAND IN REQUIRED QTY.

3A TO SHEET 3

ITEM ON HAND IN REFRIGERATOR (NOT FREEZE)

PARTIAL QTY. ON HAND

GO TO 2A AND CHECK FOR REMAINING QTY.

2A

ENTIRE QTY. ON HAND

ADJUST DRS QTY. REQ. LIST

2B

TO SHOW WHICH WITHDRAWAL LIST TO PLACE ITEM

ITEM ON HAND IN FREEZER (WHERE IT BELONGS)

PARTIAL QUANTITY ON HAND

GO TO 2A & CHECK FOR REMAINING QTY.

2A

ENTIRE QUANTITY ON HAND

END OF LIST

ITEMS TO BE ISSUED IN BULK

CONVERT NEEDED QTY. TO ISSUE QTY.

NOTE POTENTIAL EXCESSES

SCHEDULE FOR PACKAGING

PACKAGING REQUIREMENTS LIST

TO FOOD SERVICE INVENTORY CONTROL SHEET 1

DRS SUPV. FILE

DONE FOR EACH CARTON COMING OUT OF STOREROOM

LABELS FOR CARTONS (ITEM, DAY, MEAL OF USE)

PREPARE LABELS FOR CARTONS

1A

1A

DRS FROZEN MENU ITEM WITHDRAWAL LIST (STAGE 1)

TO FOOD SERVICE INVENTORY CONTROL SHEET 1

ITEMS TO BE ISSUED IN INDIVIDUAL SERVINGS

PREPARE WITHDRAWAL LIST

DRS QTY. REQUIREMENTS LIST

RELEASE DRS QTY. REQ. LIST TO FILE

DRS SUPV. FILE

FOR 48 HR. WITHDRAWALS

5A TO SHEET 5

2B

MORE ITEMS ON LIST

1B TO SHEET 1

133

FOOD SERVICE
DINING ROOM SERVICE
SHEET 3 OF 9   17 MAR 75

FOOD SERVICE
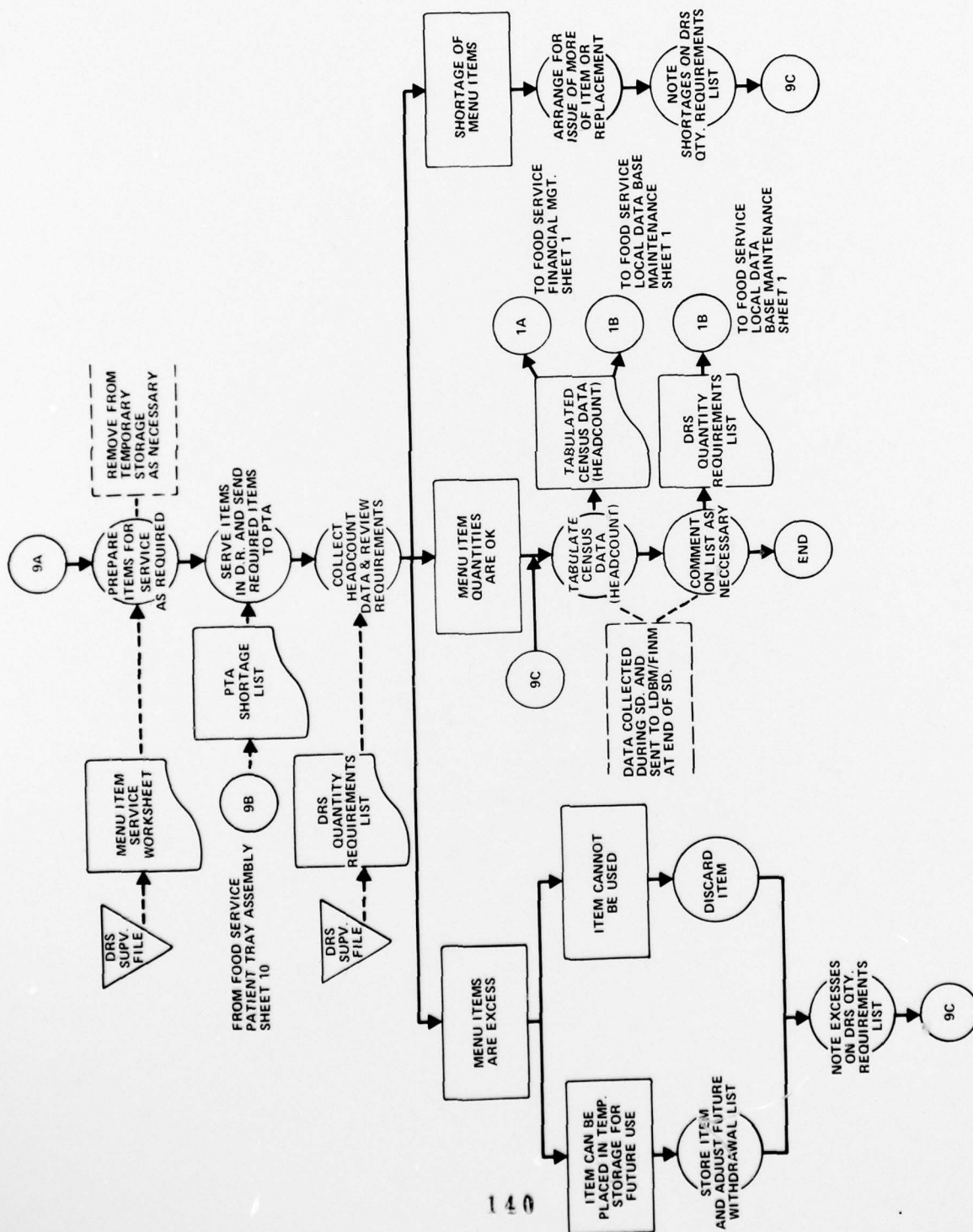DINING ROOM SERVICE
SHEET 4 OF 9   17 MAR 75

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136

FOOD SERVICE
DINING ROOM SERVICE
SHEET 6 OF 9   17 MAR 75

137

FOOD SERVICE
DINING ROOM SERVICE
SHEET 7 OF 9   17 MAR 75

138

FOOD SERVICE
DINING ROOM SERVICE
SHEET 8 OF 9   17 MAR 75

ON ANY GIVEN SD, THE FOLLOWING
WILL BE COMING INTO DRS:
a) FROZEN MENU ITEMS FOR SD+2
   REQUIRING 48 HRS. TO THAW
b) FROZEN MENU ITEMS FOR SD+1
   REQUIRING 24 HRS. TO THAW
c) CHILLED MENU ITEMS FOR SD
   (DINNER & SUPPER MEALS) AND
   FOR SD+1 (BREAKFAST)

FROM
SHEET 7

8A

DONE ON SD

FROZEN MENU ITEM WITHDRAWAL LIST (STAGE 2)

CHILLED MENU ITEM WITHDRAWAL LIST (STAGE 2)

RAW INGREDIENT WITHDRAWAL LIST (STAGE 2)

PREP AREA MENU ITEM WITHDRAWAL LIST (STAGE 1)

PTA EXCESSES

8B

FROM FOOD SERVICE
INVENTORY CONTROL
SHEET 8

DRS SUPV FILE

8C

FROM FOOD SERVICE
PATIENT TRAY ASSEMBLY
SHEET 2&7

RECEIVE ITEMS AND WITHDRAWAL LIST

VERIFY AMOUNTS RECEIVED

AMT. RECEIVED IS EQUAL TO AMT. SHOWN AS ISSUED

AMT. RECEIVED DOES NOT EQUAL AMT. SHOWN ON LIST AS ISSUED

NOTIFY ISSUING AREA

WRITE IN AMOUNT RECEIVED ON LIST

STORE ITEMS AS NECESSARY

9A

TO SHEET 9

FROZEN MENU ITEM WITHDRAWAL LIST (STAGE 3)

CHILLED MENU ITEM WITHDRAWAL LIST (STAGE 3)

RAW INGREDIENTS WITHDRAWAL LIST (STAGE 3)

PREP AREA MENU ITEM WITHDRAWAL LIST (STAGE 2)

1A

TO FOOD SERVICE
FINANCIAL MGT.

139

9A

PREPARE ITEMS FOR SERVICE AS REQUIRED

REMOVE FROM TEMPORARY STORAGE AS NECESSARY

MENU ITEM SERVICE WORKSHEET

DRS SUPV. FILE

SERVE ITEMS IN D.R. AND SEND REQUIRED ITEMS TO PTA

PTA SHORTAGE LIST

9B

FROM FOOD SERVICE PATIENT TRAY ASSEMBLY SHEET 10

COLLECT HEADCOUNT DATA & REVIEW REQUIREMENTS

DRS QUANTITY REQUIREMENTS LIST

DRS SUPV. FILE

SHORTAGE OF MENU ITEMS

ARRANGE FOR ISSUE OF MORE OF ITEM OR REPLACEMENT

NOTE SHORTAGES ON DRS QTY. REQUIREMENTS LIST

9C

MENU ITEM QUANTITIES ARE OK

9C

TABULATE CENSUS DATA (HEADCOUNT)

TABULATED CENSUS DATA (HEADCOUNT)

TO FOOD SERVICE FINANCIAL MGT. SHEET 1

1A

TO FOOD SERVICE LOCAL DATA BASE MAINTENANCE SHEET 1

1B

COMMENT ON LIST AS NECESSARY

DRS QUANTITY REQUIREMENTS LIST

TO FOOD SERVICE LOCAL DATA BASE MAINTENANCE SHEET 1

1B

END

DATA COLLECTED DURING SD. AND SENT TO LDBM/FINM AT END OF SD.

MENU ITEMS ARE EXCESS

ITEM CANNOT BE USED

DISCARD ITEM

ITEM CAN BE PLACED IN TEMP. STORAGE FOR FUTURE USE

STORE ITEM AND ADJUST FUTURE WITHDRAWAL LIST

NOTE EXCESSES ON DRS QTY. REQUIREMENTS LIST

9C

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INDEX TO FOOD SERVICE CHARTS

Index to Food Service Charts (Continued)

ABBREVIATIONS

AIR EVAC´D	air evacuated
AMIRL	additional menu item requirements list
AMT	amount
APPRO, APPROP	appropriate
APPT, APPTMNT	appointment
ASAP	as soon as possible
ASSEM	assembly
ATTEND, ATTDNT	attendant
AUTH	authorized
AWOL	absent without leave
BEG	beginning
CALC´S	calculations
CD	Clinical Dietetics
CDB	Central Data Base
CHNG	change
CLG	cart loading guide
COMMS	comments
CONT	control
COORD	coordinator
CP	care provider
CS	clinical support
DEL	delivery
DETERM	determine
DH	dining hall
DIET	dietetic
DISPEN	dispensing
DOCU	document
DRS	dining room service
DUP	duplicate
EQUIP	equipment
EVALU	evaluation
EXP, EXPIR	expiration
FINM	Financial Management
FS	Food Service
HOSP	hospital
HX	history

ABBREVIATIONS   cont.

IC	Inventory Control
ID	identification
INFO	information
INDIC'D	indicated
ING, INGRED	ingredient
INIT	initiate
INSTR, INSTRUC	instruction
INV, INVEN	inventory
LDBM	Local Data Base Maintenance
LOC	location
LOG TECH	logistics techician
MAINT	maintenance
MAX	maximum
MED	medical
MGR	manager
MGT	management
MIN	minimum
MIP	menu item preparation
MIPS	menu item preparation scheduling
MIQRL	menu item quantity requirements list
MOD	modification
MSTR	master
NDG	nourishment delivery guide
NEC, NECES	necessary
NOUR, NOURMNT	nourishment
NPO	nothing by month
NUTR	nutritive
ORIG	original
PAD	Patient Administration Division
PAS	Patient Appointment and Scheduling
PERS	personnel
PERT	pertinent
PHY, PHYS	physical
PKG	package
PMI	prepared menu item
POTEN	potential
PREP	preparation
PROC	process
PROD, PRODUC	production
PS	production schedule
PT, PTN	patient
PTA	patient tray assembly

ABBREVIATIONS   cont.

QC	Quality Control
QTY, QUAN	quantity
RAND	random
RDING	recording
REFRIG	refrigerator
REQ	request; requisition
REQ'D	required
REQMNT, REQ	requirement
RM	room
SAMP	sample
SCHED	schedule; scheduled
SD	service day
SELEC(s)	selection(s)
SHT	sheet
SI	seriously ill
SOP	Standing Operating Procedure
SPEC	special
SPECS	specifications
STOR	storage
SUPR	supervisor
SVC	service
SYS	system
TEMP	temperature; temporary
TRANSAC	transaction
VAL	value
VSI	very seriously ill
W/	with
W/DRAWAL, W/DRWL	withdrawal
W/in	within
W/O	without
Δt	time elapsed

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